JAK KIRKLAND
CURRICULUM VITAE (CV)

PERSONAL DETAILS

Mobile:
07835418571

Email:
Jak.Kirkland@Hotmail.Com

Website:
JakKirkland.Co.Uk

Linkedin:
https://www.linkedin.com/in/jak-kirkland-277148344/?trk=opento_sprofile_topcard

PROFILE

I am a highly adaptable professional with a substantial background in information technology systems, project coordination, and business processes. I possess extensive technical and administrative experience, enabling me to analyse complex systems, streamline analyses, and achieve measurable results. I optimise systems and anticipate outcomes by leveraging my strategic mindset and refined pattern recognition abilities, driving continuous improvement. My capacity to communicate proficiently with stakeholders ensures alignment and fosters collective success. I thrive in dynamic environments, employing my expertise to implement sustainable improvements, optimise performance, and deliver enduring impact.

WORK EXPERIENCE

Oct 2024 - Jan 2025

IT Consultant

Phillips Solicitors, 6 Wood Street, Mansfield, NG18 1QA

I served as a part-time IT consultant to address various challenges faced by the organisation in its IT projects. I created advanced DOCX templates integrated with automated fields, significantly reducing administrative workloads and enhancing accuracy. Furthermore, I played a pivotal role in facilitating the organisation's achievement of Cyber Essentials certification by upgrading systems, implementing necessary improvements, and conducting thorough audits. These initiatives not only streamlined operations but also ensured compliance with industry standards.

Dec 2023 - Jul 2024

VKS Deployment Engineer

Glenair, 40 Lower Oakham Way, Mansfield NG18 5BY

My job responsibilities evolved significantly following a comprehensive overhaul of the shop floor (my job title did not change, just the description). I took the initiative to lead and coordinate the implementation of IT hardware and software for the VKS shop floor system, which enhanced workflows and minimised disruptions. During this period, I successfully executed projects that streamlined operations and improved efficiency.

Aug 2021 - Dec 2023

IT Support Assistant

Glenair, 40 Lower Oakham Way, Mansfield NG18 5BY

Upon completing my Level 3 course, I secured a first/second-line IT support assistant position at Glenair within their internal IT department. I enhanced stockroom efficiency by revamping inventory processes and reorganising physical layouts, significantly reducing downtime and improving accessibility. Moreover, I spearheaded cost-effective hardware upgrades by refurbishing outdated systems into high-performing assets, leading to cost savings of over £585,000 for the company. These initiatives have contributed positively to both operational and financial performance.

JAK KIRKLAND
CURRICULUM VITAE (CV)

COURSES

2024 - Present

PRINCE2 7 Edition Foundation/PRINCE2 7 Edition Practitioner

ILX

The PRINCE2 7th Edition is a structured project management methodology that provides a widely recognised standard for managing projects effectively. The Foundation certification encompasses fundamental principles and terminology. The Practitioner certification emphasises the application and customisation of PRINCE2 within various project contexts.

EDUCATION

2024 - Present

Diploma Of Higher Education In Computing & IT And Business

Open Universityy, Online

I am enrolled in a Level 5 Modular Online Course, equivalent to the first two years of a bachelor's degree program. This comprehensive course is designed to equip me with essential skills across both technological and business domains, preparing me for roles that involve the management of technology-driven projects within professional environments. The course's inherent flexibility enables me to fully engage in my studies and acquire practical knowledge over the two years.

2019 - 2021

Level 3 Cambridge Extended Technical Diploma In IT (Digital Technician Pathway)

West Notts College, Mansfield Nottinghamshire

The program significantly emphasised understanding information technology infrastructure, software development, and digital technologies. Participating in practical projects provided valuable hands-on experience. This comprehensive educational approach ensured that I was well-prepared to address real-world challenges. The grade I achieved on this course is Distinction Merit Merit.

2018 - 2019

OCR Level 2 Cambridge Technical Diploma in IT

West Notts College, Mansfield Nottinghamshire

Whilst I resat my English test, I participated in this course. The course is a introductory to IT and I achieved a Merit.

2013 - 2018

GCSEs

Samworth Church Academy, Mansfield Nottinghamshire

I achieved a 4 in English and 5 Maths and a additional 6 GCSEs (3×B/5, 1 × Distinction at Level 1, 2 × D/3).

HOBBIES

Physical And Mental Endurance Activities

Participation in martial arts and weighted callisthenics has cultivated my discipline, resilience, and mental fortitude, enhancing my ability to persevere through physical and mental challenges. These pursuits have significantly improved my ability to adapt, focus, and effectively navigate demanding situations.

Leadership, Teamwork, and Problem-Solving

My engagement with the Combined Cadet Force and The Mill Adventure Base Club has significantly enhanced my strategic thinking, leadership capabilities, and decision-making skills in high-pressure situations. I have refined my problem-solving abilities through collaboration, teamwork, and initiative, effectively navigating dynamic environments and challenges.