

# Curriculum Vitae

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A young, ambitious and highly motivated IT Graduate, with a sound technical background, and excellent communication skills in both English and French. Have been running own freelance design business during past 3 years.

## CAREER HISTORY

### Future IT Services, 32 Uphill Way, Hunston, West Sussex, PO20 1PH April 2004 – present

Some URLs I have put together:

<http://www.feathersofhurstpierpoint.co.uk/>

<http://www.futureitservices.co.uk/webstars/>

<http://www.michaelnewton.co.uk/>

<http://www.matthewcooke-musician.co.uk/>

<http://www.futureitservices.co.uk/GOB&B>

<http://www.yja.co.uk/>

<http://www.barrysims.biz/>

<http://www.kompak.co.uk/>

<http://www.lifestylecoachingint.co.uk/>

<http://www.feelgoodclinic.co.uk/>

[Sample CSS](#)

### St Josephs Night Shelter, Christian Care Association April 2005 - present

### Sole Proprietor

- Having spent the best part of 3 years running my own freelance web, logo and stationery design business, I have had varied customers ranging from individual hobbyists/sole traders to small companies. I have designed many websites, logos and stationery packages, as well as provided assistance in areas such as Search Engine Optimisation, Content Management, Web Databases and Internet troubleshooting.
- Solving email errors and spam related problems for the home user.
- Web Manager for YJA (Yachting Journalist Association)
- Digital photo editing and production for the Home user
- To view my portfolio please visit: <http://www.futureitservices.co.uk/gallerypage.html>
- I have gained a 3-day Business Start Up Workshop Certificate and have been supported by the Princes Trust during this period

### Night Refuge Warden – Part Time

- Supervising and responding to the needs of the homeless clients as well as volunteer staff.
- Managing the running of daily plant and household tasks
- Responsible for health, safety and security of clients and premises
- Maintaining the logbook, diary and any other records as required, including those related to clients. I am also responsible for ensuring that all clients where applicable fill in Housing Benefit forms.
- Regulating client entry and confronting clients where applicable as well as promoting house rules.
- Being constantly aware of and responsive to the clients various needs.
- Dealing with First Aid issues as and when they arise.
- Liaising with the on-call manager
- General House work

**NHS Barnet Hospital, Barnet**  
**November 2001 - Feb 2003**

**Transport, Car Parking and Staff ID Administrator**

- Organised patient transport using in-house ambulance service and external private minicab companies.
- Designed and maintained spreadsheets and databases producing monthly reports for Operations Manager.
- Used PAC Database Security system to issue staff ID Badges and car parking permits.
- Ensured weekly backup procedures of ID Badge system were adhered to.
- Liaised with suppliers and hospital staff.
- Monitored IT performance with in-house technicians and external engineers.

**NHS Chase Farm Hospital,**  
**Enfield**  
**Sept 1996 - Sept 2000**

**Assistant Database Administrator**

- Pro-active maintenance of PIMS (patient information management system) at several sites.
- Produced IT training manuals and organised training sessions for medical staff
- Help Desk Support
- Answering telephones in office.

**Net Bar, Tottenham Court Road**  
**June 1998-Jan 1999**

**Internet Manager**

- Set up and configured 8 PCs for public Internet use.
- Designed Net Bar Website.
- Promotion and advertising of services.

## EDUCATION AND QUALIFICATIONS

**2003**

Learn Direct, Chichester

**Technical Support for Internet Technologies (Pass)**

**1998 - 2001**

Middlesex University, Trent  
Park,

**BSc (Hons) Business Information Systems with  
Information Technology (2.1)**

**1997-1998**

Southgate Technical College,  
Enfield

**HND/HNC Access to Higher Education in Information  
Technology  
(Merit)**

**1989-1993**

St Ignatius College, Enfield,

**8 GCSEs above C (including English and  
Mathematics)**

**1985-1991**

Royal Academy of Music

**Grades 1-7 Pianoforte  
Grades 1-6 Theory**

## PERSONAL INTERESTS

Playing football for Hunston FC, playing the piano, Keeping Fit, creative art including painting, sketching and vector art, socialising, reading & watching good films and travelling. Have visited most of Europe as well as Mauritius - my mother's native country.

## COMPUTER SKILLS AND KNOWLEDGE

### ***C++ / Java***

Studied C++ to a good level in the first two years of my BSc, covering aspects such as control statements, loops, structured programming, functions, overloading, pointers and link lists.

Studied Java in the last two years of my degree using Kawa IDE. I covered applets, threads, OO concepts such as encapsulation, aggregation, inheritance and polymorphism, Swing components, AWT interface, standard class libraries and exception handling. For my last module I designed an animation using Java coding.

### ***Software Products***

Expert knowledge of Studio MX including the use of Actionscript, Allaire HomeSite, all Adobe products, all Microsoft Office products, KAWA IDE, Visual Studio.NET, Cubase VST, Soundforge, FruityLoops, CoolEdit and a whole host of other digital audio software.

### ***HTML / DHTML / XML / CSS***

Competent with HTML both handwritten and WYSIWYG, having used for the past 6 years. Experience of DHTML, XML and WML technologies. Knowledge of browser incompatibilities, web standards and CSS.

### ***JavaScript / Perl / PHP /***

Used JavaScript to program mainly rollover and rollout effects for web page buttons, alerts, functions in forms and calculations for online shopping baskets. Used Perl and PHP for online forms, search functions, and tell a friend scripts and in combination with XML for a content management system. Do my testing on an Apache server using my DSVR Linux Hosting Account.

### ***Databases / MySQL***

Knowledge of SQL using Oracle 8i and Microsoft Access, and have programmed in a Knowledge-Based Software called AionDS. Covered most aspects of Database Design. Have been researching MySQL used alongside PHP via the phpMyAdmin interface. Have been researching Joomla & Microsoft Live Office CMS, with the aim to implement these free services into my business.

### ***Servers and Networks***

Basic knowledge of TCP/IP and network hierarchy including ping, packet switching, multiplexers, routers, modems, clusters, LANs, WANs, FTP and Net Protocols. Have set up both wired and wireless home networks for clients and myself. Excellent knowledge of IIS and Apache Server technology.

### ***Software Engineering***

Knowledge of SSADM, UML and OOA methodologies. Used Select Enterprise and Select SSADM Professional to design and produce database models. Knowledge of the Systems Development Life Cycle.