

# Dave J. Horrocks

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## Personal Summary

Highly professional and personable worker with a great ability to learn. Well organised and efficient. Very comfortable with responsibility and new challenges. High attention to detail and always striving for perfection. Happy working alone and as part of a team.

## Key Skills

- Excellent communication skills
- Full, clean, UK driving license
- Full, clean, unrestricted, UK motorcycle license
- Extremely attentive to details and procedures
- Excellent report writing skills
- Full Stack Software Developer (in-training)
- Problem solving
- Efficiency driven

## Employment History

### **Sheet Metal Fabricator, Steel Frog Ltd.**

*(March 2020 – present)*

- Operate CNC machinery for processing and sheet metal
- Fabricate furniture from sheet metal
- Metalworking skills (welding, grinding, polishing etc.)
- Work within fine tolerances (0.2mm) and project deadlines

### **Personal Mechanic/Sales Prep, Copper Spark**

*(March 2019 – March 2020)*

- Maintain and modify personal racing cars as required
- Various and extensive levels of maintenance and repair work to light vehicles, generally being prepared for sale
- Maintain stock levels of consumable items and ensure required parts ordered in a timely fashion
- Check all vehicles for safety and road-worthiness

## **Security Systems Engineer, Astron Fire and Security Ltd.**

*(April 2015 – March 2019)*

- Health and safety representative for engineering team within company
- Install, maintain, repair and upkeep a variety of intruder alarm systems, fire alarm/life safety systems, staff attack call systems, CCTV systems and access control equipment.
- Detailed report writing with findings and recommendations
- Work in large teams as leading engineer, alone as independent worker and liaise with third party companies when necessary
- Give practical demonstrations of equipment to clients, including the explanation of safety requirements and legal obligations involved with safety systems
- Out of hours rota for 'on call' work, roughly 1 week in 4

## **Workshop Manager, First Call Ltd.**

*(April 2013 – March 2015)*

- Organise client bookings and ensure workload appropriate for workshop
- Oversee technicians in workshop and assist when necessary
- Maintain stock levels for smooth business operation
- Update clients with timescales, findings and cost implications as work is carried out.
- Generate invoices and maintain good customer relations
- Ensure good, safe working practices are being followed in the workshop
- Interpret technical reports from technicians to allow recommendations to be written to clients without confusion
- Interpret reported issues with vehicles from customers and ensure correct complaint is being addressed
- Carry out more complex fault finding/repair work if above competency level of service technicians
- Random procedure checks on technicians to ensure all safety and good working practices are being followed

## **(Apprentice) Mechanic / Office Administrator, Gordano Motor Services**

*(April 2008 – March 2013)*

- Attend Bridgwater college to work toward, and achieve, NVQ Lvl 3 in light motor vehicle maintenance and repair - advanced apprenticeship
- Update clients with timescales, findings and cost implications as work carried out.
- Generate invoices and maintain good customer relations
- Learn mechanics trade while working within a small, busy workshop
- Assist with MOT testing and bodywork preparation as necessary
- Collect and drop off customers to home/work addresses

*During my time in this employment, I was successful in winning the Autoskills UK competition in 2011. This is a competition for apprentice mechanics which rewards applicants for knowledge and skills, as well as good working practices, including professionalism and safe working. It is a national competition and I was very pleased to finish in first place in the UK in 2011*

## **Delivery Assistant / Stock Controller, Argos Ltd.**

*(September 2006 – March 2008)*

- Night work during festive periods
- Receive deliveries and check quantities of goods are correct
- Stock goods into correct locations and note any errors
- Perform stock counts on a regular basis – this includes re-organising stock which is unsafely stored
- Assist with stockroom re-organisation to incorporate new lines at catalogue release times

## **Education**

### **Code Institute**

*(April 2021 – March 2022)*

Working toward a university credit-rated -

Full Stack Software Development Diploma in E-commerce Applications.

### **Gordano School, Portishead**

*(September 2001 – June 2006)*

11 GCSEs, grade A\* - C

- Electronic Products
- Mathematics
- Statistics
- English

### **Bridgwater College, Bridgwater**

*(September 2009 – June 20012)*

Advanced apprenticeship in light vehicle maintenance and repair

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## **Awards & Accreditations**

- Autoskills UK 2011 – Winner
- Milestone Systems Certified Integration Technician
- Milestone Systems Certified Design Engineer
- Fire Industry Association – Installation & Testing
- Fire Industry Association – Detection Design
- Light Vehicle Maintenance & Repair – Lvl 3 NVQ Diploma

## Hobbies & Interests

I thoroughly enjoy cooking, listening to music, and playing card and board games. I walk often and enjoy fresh air as often as I can. I enjoy riding my motorbike and maintaining my vehicles. I play a few video games and really hope to make more of my own in the future. I also enjoy helping other people learn.

## References

References available on request.

## Medical Considerations

Type 1 Diabetic (*diag. 2000*) – Stable

*Thank you for your consideration*