

Louis Wilton

Profile & Objective

I am a university graduate with experience working in team environments with a common goal; be it rolling out PC equipment, or carrying out quality assurance activities to ensure customer satisfaction. I am passionate about learning and am continuing my further education via online courses. I am a good communicator and have the ability to build strong relationships with individuals at all levels of an organisation. I am looking for a role in a fast-moving environment which will allow me to gain real life experience in the industry I am looking to enter once I finish my degree.

I am currently located in France, but am able to relocate immediately without help. I am eligible to work in Spain.

Strengths

- Good attention to detail
- Good command over English grammar and vocabulary
- Strong communication and interpersonal skills, with the ability to communicate effectively with a wide range of people
- Warm personality and ability to work as part of a team
Self-motivator and committed to delivering to the highest standards
- Advanced knowledge of MS Packages (Word / Excel / PowerPoint)
- Good knowledge of CMS systems (WordPress)
- Knowledge of HTML, CSS and other web technologies
- Past experience of Unity3D
- Able to manage multiple priorities and activities and stay calm under pressure
- Quick learner

Achievements

- Developed a website for a new business in the food industry – from concept through to completion
- Developed a website for a start-up fashion label – from concept through to completion
- Completed a PC refresh project in an international Law Firm of some 800 people in a 3-month period
- Retrospectively updated an inventory management system to reflect the true status of equipment

Education / Professional Qualifications

9 GCSEs including English and Maths	- Berkhamsted School (Hertfordshire)
5 AS Level including Computing and Media Studies	- Lansdowne College (London)
3 A Levels (Maths / Film Studies / Information Communication Technology)	- Lansdowne College (London)
Diploma of Higher Education (DipHE) – Digital Media	- University of the West of England (Bristol)

Commenced study with OU (October 2017) to convert Diploma of Higher Education (DipHE) to BA Honours Degree in Data analysis and Marketing

-	Open University
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Experience

QBE INSURANCE

April 2017 – October 2017

QBE Insurance Group is one of the world's top 20 general insurance and reinsurance companies, with operations in all the key insurance markets. QBE is listed on the Australian Securities Exchange and is headquartered in Sydney. It employs more than 14,500 people in 37 separate countries. Their strategy is focused on delivering the potential that comes with being one of the world's few truly global insurers. They achieve this through maintaining their commitment to quality underwriting and claims performance while continuing to invest in strategic growth and operational initiatives.

Global Infrastructure Services (GIS) Reporting Analyst – Contract

- Identified and documented all data sources for all existing GIS reports
- Populated the GIS SharePoint site with all reporting information / processes / historical reporting packs
- Acted as reporting SME for GIS reports

- Maintained the reporting schedule
- Produced reports for the Senior Leadership Team & Executive Management on monthly / quarterly basis
- Maintained the Reporting SharePoint site for GIS
- Ensured the Reporting SharePoint site remained current - populated with accurate, up-to-date reports
- Ensured that all Reporting SharePoint pages were identified and accessible through the main GIS SharePoint site
- Developed handover documentation and updated as required to ensure it remained "fit-for-purpose"
- Collated data from varying sources, analysed the data and created trending slides for inclusion in the monthly / quarterly reporting packs

GIVERNY MAY

June 2015 – August 2015

Giverny May is a web-based start-up fashion label based in France, designing fabrics influenced by the 1641 Dutch Artist Pieter Claesz and turning them into garments and scarves for the 21st century market.

Website Designer - Contract

- Creation and development of a website for a start-up fashion label
- Gathered functional requirements and developed a site map for approval
- Once approved, created the site to specification
- Documented process for maintaining and updating the website
- Provided training on the website to Giverny May

MACADAM CONSULTING

June 2014 – August 2014

Macadam Consulting provides PMO / administration services to organisations on a contract basis.

Document Checker - Contract

- Performed a document checking service for an End-to-End Supply Chain Enhancement Programme
- Reviewed Functional and Non-Functional Requirements / Design Documents / Test Plans and Documentation
- Identified gaps in the data (Requirements against Design / Design against Test Plans)
- Highlighted gaps to Programme so remedial action could be taken

ALLEN & OVERY LLP

June 2010 – August 2010 / June 2012 – August 2012

Allen & Overy LLP is an international law firm headquartered in London. It comprises approximately 5,400 people, including 540 partners, across 44 offices in 31 separate countries and provides legal advice in Europe, the Americas, Asia, Australia, Africa and the Middle East. A member of the UK's Magic Circle of leading law firms, Allen & Overy is widely considered to be one of the world's most elite law firms, advising national and multinational corporations, financial institutions and governments. Since its founding in 1930, Allen & Overy has grown to become one of the largest law firms in the world, both by number of lawyers and revenue.

IT Support Analyst – Contract

- Worked on a PC refresh project in an international Law Firm covering 800 people
- Maintained the stores environment,
- Carried out inventory for all equipment entering / leaving the computer store
- Configured the equipment for installation
- Co-ordinated with fee earners regarding their PC replacement
- Carried out the installation of new equipment at the deskside

IT Analyst – Summer Internship

- Cleared down old PC equipment, ensuring all data had been removed prior to donating the equipment to local charities
- Updated the inventory to retain accuracy, ensuring all donated equipment was removed
- Logged PC & Mobile serial numbers, verifying with company staff where necessary to ensure accurate records were available

References

- References are available on request