

# PAUL COULTER

13 Greeves Park,  
Strabane,  
Co. Tyrone,  
N. Ireland  
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## KEY SKILLS

- Customer service and client relations
- IT troubleshooting and technical support
- Time management and meeting deadlines
- Team leadership and mentoring
- Stock control and warehouse operations
- Event management and entertainment services
- Health & safety compliance and administrative duties

## EDUCATION & QUALIFICATIONS

### 2025 – Present: The Open University

#### Diploma of Higher Education in Computing & IT and Software Development

##### *Currently studying:*

- TM111 - Introduction to Computing and Information Technology 1
- TM112 - Introduction to Computing and Information Technology 2
- U101 - Design Thinking: Creativity for the 21st Century

##### *Upcoming modules:*

- Object-oriented Java Programming
- Managing IT: the Why, the What and the How

### 2013: CPL Institute Ireland

- Supervisory and Management Skills - FETAC Level 6 Distinction
- Customer Service - FETAC Level 5 Merit
- Inventory Control - FETAC Level 5 Merit
- Communications - FETAC Level 5 Distinction
- Supply Chain Operations - FETAC Level 5 Distinction
- Conducting Food Standards Audits - FETAC Level 6 Merit
- Managing Food Hygiene - FETAC Level 6 Distinction
- Food Hygiene - FETAC Level 5 Distinction
- Infection Prevention and Control - FETAC Level 5 Merit

### 2010: FAS

- Computer Maintenance - PASS
- E.C.D.L. - PASS
- Information Technology - PASS
- Visual Basic 1 & 2 - PASS

### St Colman's High School

- GCSE English - Grade C
- GCSE ICT - Pass

## **EMPLOYMENT HISTORY**

### **DJ Colt**

*Strabane & Surrounding Areas*

#### **Professional DJ & Entertainer**

*Apr 2023 – Present*

- Providing DJ and karaoke services for weddings, parties, and events
- Managing bookings, client communications, and social media marketing
- Maintaining professional audio equipment and technical setup
- Building client relationships and generating repeat business
- Website management and online presence

### **O'Neill's Sportswear**

*Strabane*

#### **Warehouse Operative**

*Mar 2017 – Apr 2023*

- Loading and unloading lorries
- Picking orders for dispatch
- Monitoring stock levels
- Adhering to health and safety standards
- Meeting targets and deadlines
- Record keeping and administrative duties

### **Naturelle**

*Omagh*

#### **Warehouse Operator**

*Nov 2016 – Feb 2017*

- Loading and unloading lorries
- Order picking and dispatch
- Stock monitoring and control
- Health and safety compliance

### **Noonan Services**

*Based at Invista, Derry*

#### **Production Operator**

*Nov 2015 – Nov 2016*

- Operating machinery and adhering to health and safety standards
- Meeting production and quality targets
- Maintaining equipment and work area standards

*Employment Continued:*

**Frontline Security**

**Security Officer**

*Jan 2014 – Jan 2017*

- Guarding premises and car park
- Key holding, opening and closing premises
- Record keeping and preparing reports
- Writing accurate handover and incident reports

**G4S**

*Athlone*

**Security Officer**

*2007 – 2012*

- Guarding premises and car park
- Key holding and access control
- Report writing and incident documentation
- Maintaining security protocols

**Bridgestock Ltd**

**Security Officer**

*2005 – 2007*

- Premises security and access control
- Key holding responsibilities
- Report writing and record keeping

**Allstate**

*Strabane*

**Technical Analyst**

*2003 – 2005*

- Providing excellent customer service
- Offering online technology support
- Meeting targets and deadlines
- Preparing weekly reports
- Mentoring new employees
- Hosting team meetings

## **PERSONAL STATEMENT**

Hardworking and reliable professional combining technical expertise with strong customer service skills. Currently expanding my computing knowledge through Open University studies while running a successful DJ business. Experienced in meeting targets, working independently and as part of a team, with a proven track record in both technical and customer-facing roles. Married with four children, I understand the importance of responsibility and commitment. Fully flexible regarding working hours and available to start immediately.

## **REFERENCES**

Available on request