

Martin Pollard

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Profile

- Long-term aim to build a career within the IT industry
- Over ten years of experience working in a variety of environments: from sound engineering to administration
- Exceptionally hard-working
- Proven organisation, problem-solving and team-player skills

Key Achievements

- *Launched flourishing UK-based record label Propagator Records in April 2005*
- *Set up and ran a successful, week-long, overseas testing event as part of a three-person team in Stockholm, Sweden despite various major setbacks and technical problems*
- *Organised a nationwide 'Open for Business' procedure designed to improve staff attendance across the entire UK network of Prometric Ltd.*

Education

Mac/PC Skills	HTML coding Mac OS X Microsoft Windows 3.1/95/98/NT/2000/XP/Vista Microsoft Office (Specifically - Access, Excel, and Word at an intermediate skill level) ...and more...	
2003 - 2005	HND Popular Music Studies (Distinction)	UCE Birmingham Conservatoire
2002	Grade 5 Music Theory (Merit)	
1998 - 2000	A Levels: General Studies (B) English Literature (D)	King Edward VI Aston Grammar School
1999 - 2000	Film Studies (D)	Sutton College
1996 - 1998	GCSEs: English Language (B) English Literature (B) Mathematics (B) Art (C) Biology (C) Design Technology (C) French (C) Music (C) Physics (C) Chemistry (D) History (D)	King Edward VI Aston Grammar School

Key Skills

- Able to work with others as part of a team or alone
- Attention-to-detail – whether writing an email or following up on reports
- Quick learner
- Years of experience dealing with work-based conflict resolution issues – both face-to-face and over the phone

Experience

2005 - 2012	Prometric Test centre administrator (<i>Duties - Management and maintenance of test centre, invigilation of exams, general admin, solving technical problems, customer service, conflict resolution</i>)
2004 - 2006	Live/Studio Sound Engineer Freelance (<i>Duties – Setting up recording and mixing equipment, recording vocals and instruments, mixing the best sound possible for musicians both on stage and in the studio</i>)
2004 - 2005	m.e.l. Research Data entry clerk (<i>Duties – Entry of data gathered from completed questionnaires, filling in questionnaires over the phone, filling in questionnaires door-to-door</i>)
March 2003 - May 2003	Telesave Teleresearcher (<i>Duties – Cold calling to gain leads for a separate marketing team</i>)
1999 – 2002	Various admin, retail and sales positions

References

Available on request