

# Adrian Headley

*This is an online accessible CV, therefore personal information, locations and company information have been removed.*

*If you would like my full detailed CV, please contact me on [www.adrianheadley.uk](http://www.adrianheadley.uk)*

## Work Experience

### IT Officer (2025 – Present)

*After building on my success in IT and Network Support, I progressed to IT Officer, taking on broader responsibility for the centre's software, networking, and security infrastructure. I focus on delivering dependable, innovative solutions that strengthen operations, enhance efficiency, and support high standards of patient care.*

### IT and Network Support (2024 – 2025)

*After completing my business administration apprenticeship, I was offered and accepted a more senior position within IT, where I can continue to maintain and develop IT software and networking infrastructure as before, this time with higher authority and bringing more experience to the table.*

### IT and Communications Support (2022 – 2024)

*During my tenure as a business administrator, I assumed the role of IT and Communications Support. I played a pivotal role in enhancing the organisation's technological infrastructure, providing technical support, and developing and implementing effective communication strategies. This role allowed me to develop a diverse skill set critical to the IT and communications industry.*

### Apprentice Business Administrator (2022 – 2024)

*As a Business Administration Apprentice, I contributed to the organisation's efficient operation by providing essential administrative support and developing a wide range of skills crucial to the business world. Key responsibilities and accomplishments. As part of my coursework, I had to take on projects to improve and implement new changes within the workplace, also involving management of contracts and finances.*

## Profile

*I am a dedicated professional with a proven track record in providing exceptional service and support in various roles, from Business Administration to customer services and even mentoring and leadership. My passion for helping others and fostering inclusivity has been a driving force in my volunteer and professional experiences. I excel in areas such as customer service, communication, organization, and adaptability. While my current journey has led me through diverse fields, my true passion lies in the world of law. I aspire to pursue a career in law, where I can leverage my skills to advocate for justice and equality, making a meaningful impact on the lives of individuals and communities.*

## Professional Skills

Customer Service:	=====
Organizational Skills:	=====
Adaptability:	=====
Problem Solving:	=====
Attention to detail:	=====

## *Waiter (August 2021 – December 2021)*

*During my tenure as a Waiter, I consistently demonstrated my commitment to delivering exceptional and outstanding service and contributing to the overall success of the restaurant with a strong focus on guest satisfaction and attention to detail.*

## *Library Assistant Volunteer (Work experience 2019)*

*During my time as a Library Assistant Volunteer, I enthusiastically contributed to the library's mission of promoting literacy, knowledge, and community engagement. In this role, I took on a variety of responsibilities and gained valuable experience from organising shelving to customer service.*

## *Volunteer Mentor (2017 – 2019)*

*As a dedicated Volunteer for less advantaged and disabled students, I played a valuable and pivotal role in fostering creativity, inclusivity, and personal growth through the medium of musical theatre. Throughout my volunteer service, I was deeply committed to helping the students achieve their dreams of musical theatre.*

# *Education*

## *Bachelor of Laws Degree (Honours LLB) (2023 – Present)*

## *Level 3 Business Administration Diploma (2022 – 2024)*

## *GCSE or equivalent in Academic progressions Humanities (2021 – 2022)*

## *Functional Skills in Mathematics (2020 – 2021)*

## *GCSE or equivalent (2016 – 2020)*

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