

# *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 at [www.adrianheadley.uk](http://www.adrianheadley.uk)

## *Work Experience*

### *IT Officer (2025 – Present)*

NHS GP Practice

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

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

NHS GP Practice

After completing my Business Administration apprenticeship, I was offered and accepted a more senior position in the practice's IT department, where I continued to maintain and develop the IT software and networking infrastructure as before, but with greater authority and more experience behind me.

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

NHS GP Practice

During my tenure as a Business Administrator, I served as the practice's IT and Communications Support. I played a pivotal role in enhancing the organisation's technological infrastructure, providing technical support, developing, and implementing effective communication strategies both internally and externally. This role allowed me to develop a diverse skill set critical to the IT and communications role and team.

### *Apprentice Business Administrator (2022 – 2024)*

NHS GP Practice

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. As part of my coursework, I had to take on projects management tasks to improve and implement new changes within the workplace, which involved 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*

- Communication Skills
- Teamwork
- Time Management
- Leadership
- Critical Thinking
- Decision Making
- Multitasking
- Initiative
- Reliability

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

### *Restaurant Hospitality*

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

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

### *Council Ran Library*

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)*

### *Musical Theatre School*

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)*

#### *University*

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

#### *Further Education Provider*

### *GCSE or equivalent in Academic progressions*

#### *Humanities (2021 – 2022)*

#### *College*

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

#### *Further Education Provider*

### *GCSE or equivalent (2016 – 2020)*

#### *High School*

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<https://www.adrianheadley.com>*