

Tara Rodgers

Manchester, UK

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Personal and Career Summary:

I have a **history** of working in **Information Technology**, spending my prior commercial career within IT Project, Programme and Service Delivery Management, predominantly. I also worked in Project Planning, Quality Management (ISO9001-2000) and People Leadership (In Technology, QA, Change and Engineering) areas, working in these roles for over 6 years within the Public Health Sector in Technology & Platform Change, and 4 years in the Networks and Telecommunications Engineering, Public Arts, Events and Grants Administration sectors prior to this.

I am organised, disciplined and was skilled in a variety of Project Management methodologies, Prince2, Agile, Scrum, Waterfall.

I've always had a **personal interest** in **Cyber & Information Security and Assurance**. Previously I helped my former employers select a Pen Testing Consultancy for our Platform Build and delivered ISO9000-2001 end to end (audit through to certification) for another of my employers as Quality Manager.

Most recently I have been working as an **Exam Invigilator and a school COVID tester**, since September 2021 at Wellacre Academy (Secondary all boys School) in Urmston, providing full Exam Invigilation for the whole class/year group as well as one on one specialist Invigilation, Scribe Services and Adjudication for children who have either had to be segregated from the whole year group or have SEND.

This is an area of work I enjoyed, but I am keen to return now to a career in Information Technology.

I have **Enhanced DBS certification** and have completed the **Exam Invigilator training** and qualification Specific training, which include:

- Joint Council for Qualifications (JCQ) rules and regulations for Invigilator Safeguarding (Oct 2021)
- The Exams Office Invigilator Training (March 2022)
- Training Schoolz Anti-radicalisation & 'Prevent' awareness training for Schools (March 2022)

I am **highly recommended and referenced** for my diligent approach to work, my engagement, people skills and my prior project and service delivery experience. Please feel free to review my [LinkedIn](#) profile for these recommendations.

In most recent years, I **switched from full time employment to self-employment whilst providing full time care for my two young daughters and elderly grandparents**. In addition to Exam Invigilation and school COVID Testing, my other recent experience has included, running my own businesses and a business as a franchisee, providing clinical care support, as well as self-employed/volunteer project and event management and Lead Chair of the PTA at St Teresa's RC Primary School in Firswood, Manchester.

Both my daughters are now, full time, at school, which has enabled me to return to full time work within Exam Invigilation and look to create a career again back in Information Technology and hopefully Cyber/information Security.

Areas of Expertise & Experience (Chronologically)

- | | |
|--------------------------------------|---|
| - Exam Invigilation and Adjudication | - Full group and One on One Exam Management |
| - COVID Testing and coordination | - School Group coordination |
| - Project Management & PMO | - People & Team Management |
| - Service Delivery Management | - Business & Systems Administration |
| - Project Planning & Coordination | - Administration & Office Management |
| - Quality Management, Risk & Audit | - Customer & Stakeholder Engagement |

Full Career History:

Exam Invigilator & COVID Test Manager – Wellacre Accademy (Secondary School)

Urmston, Trafford/Manchester. (September 2021 – Present)

Received Enhanced DBS issued December 2021 to initially work in this large and very busy all boys secondary school, performing full class COVID Testing, to national health guidelines and standards. Was fully responsible for end-to-end delivery of the full Testing process, administration, and management.

Following this initial role, I was invited to join the Exam Invigilation Team and completed all qualifications and process requirements in terms of safeguarding, wellbeing and exam management and policy.

I've since been working as an Exam Invigilator for a variety of requirements within Wellacre but most recently the full Mock, GCSE and areas of the BTEC curriculum. Managing whole year groups, but also providing specialist one on one invigilation and Scribe services to children, who have had to be segregated from their year group or have specialist & SEND needs.

I have covered all exams across all areas of the curriculum, often responsible for the full class (30+ children alone, up to 100 children in a single exam as a part of the Invigilation team) examination management, policy management, completion and administration/documentation.

Also responsible for the full set up and break down of exam rooms, halls, environments as part of my duties.

Self Employed Business Owner & Full time Carer, Manchester, Trafford. (January 2017 – September 2021)

After the birth of my first daughter (from 2014), post maternity, I moved from full time employment to self-employment, following 6.5 years with my previous employer in the Public Health Technology & Digital sector. My second daughter was born in 2016, I worked in a number of different sectors and areas, freelance, self-employed, as my own business owner and also volunteering, whilst providing full time care for my daughters and family members.

Some of my roles in this period include:

- Providing full time clinical care support, administrative and treatment management for both of my Grandparents, who were both unfortunately diagnosed with terminal cancer.
- Managing a portfolio of digital assets and running my own online retail sales business.
- Working as Chair of the PTA & Events Coordinator for our local primary school, St Teresa's RC school.
- Ad-hoc administrative, copywriting and project coordination work.
- School COVID testing, DBS Certificated.

Antenatal Teacher & Franchisee, The Daisy Foundation, Manchester. (December 2014 – October 2016)

I owned and held the Manchester licenses to deliver Prenatal, Antenatal, Postnatal, and baby care classes to expectant mothers and families across the whole of South Manchester (Trafford) and Manchester city center. My areas included Didsbury, Sale, Chorlton, Trafford, Urmston, Stretford and media city. Delivering multiple course concurrently and providing 1-2-1 pre and post-natal support and advice.

IM&T Project Manager,

National Institute for Health and Care Excellence (NICE) (August 2008 – November 2014)

Permanent, Manchester.

At NICE I was one of the business's key Technology Project, Programme and Service Delivery Managers delivering a large portfolio of NICE's key Web, Digital Service and Platform Change programmes.

Managed multiple Resources (squads and teams of developers, software and platform engineers, QA/Testers, Business Change and Administration/Coordinator team members) and Projects and Programmes from conception through to delivery (full life cycle) inclusive of a number of NICE's most major/important and complex digital change programmes at the time. These included NHS Evidence, (multiple releases) Horizon Scanning, UK Pharmascan, NICE digital pathways, in addition to a number of BAU projects.

I held budget, resource allocation, project roadmap, risk and RAID management responsibility.

I conducted Scrum meetings and Agile weekly sprints & end of sprint reviews, with our squads/development teams. I also hosted and organised user and business workshops and managed stakeholder engagements up to executive level within NICE as well as vendor and 3rd party consulting relationships/management.

I obtained Prince 2 Practitioner certification whilst here, I also managed projects through a range of methodologies and practices including Prince2, Waterfall, Agile and Scrum.

I left following maternity leave, after the birth of my first daughter.

Service Delivery & Quality Manager.

Incom Business Systems (Incom-CMS Group) (2006 – August 2008) Permanent, Salford Quays.

I worked for Incom Business Systems, a network infrastructure and telecommunications engineering firm as their Service & Quality Manager, overseeing and managing full operations, projects and service delivery of their projects, service & fault rectification Engineering departments. This involved the coordination and supervision of all delivery and deployment activities of 7 field-based telecoms/network engineers (in addition to further numbers of sub-contractor engineers) and 4 office based coordination and administration staff.

Delivering to stringent timescales and service level agreements.

I was also the business' Quality Manager, ISO9001-2000 BSI Officer delivering the business's ISO accreditation and quality standard management through internal and external audit.

During my time I also delivered a number of service improvement, process automation and cost saving initiatives across the business.

Grants Administrator, Arts Council England, (2004 -2006) Permanent, Manchester

I worked for the Arts Council England providing effective and efficient support to the Grants & Finance Manager as well as the wider Arts Council Operations Senior Management team.

Managing funding applications end to end, determining outcomes, providing results as part of the Grants to the Arts Programme, also contributed to the delivery of the Arts05 awards programme, DJ-ed at the Arts Council Big day out in Brighton, supported community arts and music events inclusive of Chorlton Arts festival and D-Percussion.

Relevant Technical Skills and Experience:

- O365, Outlook, Microsoft Word, Excel, Access, PowerPoint, MS Teams (use)
- Visio, MS Project.
- Prince2 Practitioner Certified, with additional experience of Agile and Waterfall.
- Advanced typing and WPM scoring. Previous knowledge of ISO9001-2000 compliance and audit.

Education:

- BA Hons Business Management & IT – Manchester University 2003

Personal Information:

- Full clean Driver's License.
- DBS Checked and Certificated – currently live
- Nationality British, Married, 2 children,

Interests

- Gym/hiking/keep fit, dogs/dog walking, cooking, international travel, films/series, novel reading, spending time with my children, family and socially with friends.