CURRICULUM VITAE

MR. HARLEY-EARL BURROW
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Personal Statement

I am a highly motivated, reliable, and punctual individual. I always aim to work to a high standard, and I am keen and willing to learn new skills. I work well as part of a team, as well as an individual. I aspire to be proficient in various full tech stacks and enjoy taking on new projects and learning new frameworks to aid this. I am committed to growing within the field and broadening my horizons with new challenges and learning opportunities. I enjoy working on collaborative project work within a fast-paced environment to produce results with a large impact.

Work Experience

- **Sep 2020 – Present**   **DVLA**   **Swansea**

Role: Executive Officer/MSc Student

Responsibilities:

- Supporting the ongoing and continuous integration of DVLA services using various tech stacks such as Ruby on Rails, Java, JavaScript, Docker, Kubernetes, PostgreSQL and Spring Boot.

- **July 2018 – Sep 2020**   **PRA Health Sciences**   **Swansea**

Role: Site Intelligence Specialist (Dec 18 – Present)

Responsibilities:

- Supporting data research projects related to investigator identification, supporting activities associated with the analysis and reporting of secondary health data (e.g. administrative claims and other clinical non-claims data).
- Supporting data and analytics relating to data standards activity and database reporting and maintenance.
- Prepare written and visual presentation of analytic results with input from feasibility manager.
- Facilitating site outreach assessment activities, including the collection of confidential disclosure agreements and feasibility questionnaires. Preparing and updating feasibility tracking tools.
- Conducting ad hoc follow-up with sites as requested by lead specialist or manager
- Maintaining high standards for data quality, accuracy and timeliness
- Contributing to the creation, development and entry of site lists (e.g., review site lists for inconsistencies, confirm/complete site contact information, etc.).
- Coordinating with the survey manager to ensure questionnaires have been completed correctly.

- Maintaining and quality checking accounts, contacts and site loading in clinical trials management systems (CTMS & Predictivv Study Operations)

Role: Project Associate (July 2018-Dec 2018)

Responsibilities:

- Facilitating internal and external system access for study participants.
- Facilitating project team and client meetings/ teleconferences, e.g. scheduling, booking resources and preparing meeting materials agendas and meeting minutes.
- Generating and maintaining project specific documents, e.g. project specific training plan, organizational charts, contact lists, newsletters.
- Working with the Project Manager/core study team to ensure that project deliverables are completed in accordance with contract and client expectations.
- Managing site supplies/printed study materials and coordinates timely distribution to sites.
- Facilitating project team compliance, e.g. project specific training.
- CTMS and TMF compliance, regulatory and client document management
- Coordinating project specific training setup and assignment to team members through internal systems.
- Assisting with TMF maintenance and ongoing QC.

- **January 2017 – May 2018**   **Cardiff Metropolitan University**   **Cardiff**

Responsibilities: 2 Research assistant positions carrying out research, data entry, data collection and data analysis for a lecturer led research project in University & a community gardening project

- **November 2014 – Jun 2018**   **KFC**   **Cardiff**

Responsibilities: Trained cook, Cooking, preparing and serving food, Serving the general public, stock rotation, maintaining hygiene standards, closing premises & cleaning premises after closing time

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Education

2020-Present   **University of Wales Trinity Saint David**   **Swansea**

MSc. Software Engineering

Graduation: 2022

2014-2018   **Cardiff Metropolitan University**   **Cardiff**

BSc. (Hons) Psychology

Graduation: 2018   Grade: 2:1

2010-2013   **Coleg Sir Gar**   **Llanelli**

Qualifications gained:
- 90 credit merit pass in Electrical and Electronic Engineering
- Key Skills Level 2 in: working with others, problem solving, improving learning and performance, communication, application of number, and information and communication technology.
- AS Level in Psychology
- Level 2 Intermediate Diploma in Welsh Baccalaureate

EMTA Awards in Performing Engineering Operations in:

- Working safely in an engineering environment (PEO2/001)
- Working efficiently and effectively in engineering (PEO2/002)
- Using and communicating technical information (PEO2/003)
- Producing components using hand fitting techniques (PEO2/005)
- Wiring and testing electrical equipment and circuits (PEO2/033)
- Assembling and testing electronic circuits (PEO2/036)

I also took part in a work experience scheme, whilst completing my engineering course, in which I worked in several factories including 3M's Gorseinon, and TIMET in Waunarlwydd

2005-2010   **Coedcae School**   **Llanelli**
Qualifications/ grades   GCSE

Mathematics: A	Music: B
Mathematics (statistics): B	Welsh: C
Additional Science: B	Science: C
English Language: B	Resistant Materials: C
Geography: B	

My key skills include, IT, Communication, Working with Others, and Application of Number and Literacy all at level 2 some at level 3.

Technical Skills and Expertise

I have skills in the following:

- Java, Javascript, Docker, Kubernetes, AWS, Ruby on Rails. CSS, HTML, ReactJs, Python, PostgreSQL, Microsoft SQL, Spring Boot, BootStrap,GitHub, BitBucket, VS Code, IntelliJ IDE
- Microsoft office: Microsoft Word, Microsoft Excel (ASAP Utilities), Microsoft PowerPoint, Microsoft Publisher, Microsoft OneNote, Outlook, SharePoint
- Building and quality checking surveys in Survey Gizmo including custom logic
- Positive and proactive team player
- Maintaining & Quality checking clinical trial management systems
- Basic bench fitting skills
- Machining skills: Lathes, Wood turning, CAD/CAM (tech soft 2D design)
- Basic Understanding of Welsh

Hobbies and Interests

I enjoy maintaining my fitness by visiting the gym, learning foreign languages, building gaming computers and playing Guitar, Piano, Clarinet and Drums. I enjoy staying up to date on with evolving technologies and learning new frameworks and stacks and building programs/websites.

References: Available on request
Driving Licence: Full, Clean