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| A­DAMBIRKIN |  | Address : | Burgemeester vd Werffstraat 95, 2581 SH, Den Haag, NL |
| Tel : | +31 (0) 646 809 888 |
| E-mail : | adam.birkin@gmail.com |
| Date of Birth : | 16/03/84 |
| Nationality : | British |
| Status : | Married |
| BSN : | 286 682 576 |

**Profile statement**

Adaptable, determined and polite nature suits working in diverse and challenging environments. Strong, diverse background business administration, communications, SharePoint development / administration, data analysis and project management within various international environments, adapting technical and problem solving skills to achieve positive results. Uphold highest level of professional and personal ethics; well-versed in regulatory requirements. Proficient in the use of technology to support top-priority business goals.

**EDUCATION**

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| 2002-2006: The University of Wales, Aberystwyth, Ceredigion, UK | BSc. |

Bachelor of Science: Marine and Freshwater Biology

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| > Including 16,000 word literature review | |
| 2000-2002: City of Stoke-on-Trent 6th Form College, Staffordshire, UK | 3 A-levels |

Biology, Physical Education, General Studies

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| 1995-2000: Madeley High School, Cheshire, UK | 9 GCSEs |

> Including English Language / Literature, French, Maths and Science at grades A-B

**SELected Technical skills** (1=Basic; 2=Intermediate; 3=Advanced)

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| * SharePoint 2007: 3 | * SharePoint Designer: 3 | * Web Design: 2 |
| * SharePoint 2010: 3 | * SharePoint Designer Workflows: 2 | * Web Trends: 2 |
| * SharePoint 2013: 3 | * Infopath: 2 | * Microsoft Office: 3 |
| * CSS: 3 | * Adobe Photoshop: 2 | * M' Windows Vista/7: 2 |
| * HTML: 3 | * Javascript: 1 |  |

**TRAINING** (Shell Open University)

Anti-Bribery Principles; Code of Conduct; Conflicts of Interest; Data Privacy Knowledge Training; GRM Awareness; IRM - ELIS Awareness Training; Privacy and Data Protection; Safeguarding Information; Information Management (I) Awareness; IRM - IRM Overview.  
**TRIM** (Records Management Tool)**:** Individuals (Advanced); Individuals (Handling Most Confidential Records); Line Manager; Preservation Co-ordinator (TPC); Record Focal Point (RFP).  
**SharePoint:** SharePoint Functional Site Owner Fundamentals; Functional Site Owner Certification Exam.

**WORK EXPERIENCE**

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| **2d8e8ea** | **SharePoint Administrator** & Business Records Manager **Shell International B.V., The Hague - *http://www.shell.com*** | **07/2012-current** |

The External Communications (CX) Strategy & Planning team enables CX to deliver focused and measurable outcomes at predictable cost, promoting simplicity and continuous improvement.

* Developed annual and ERGO plan for SharePoint and Records Management (RM), utilising the Project Management Framework.
* Executed CX RM Refresh project; introduced fit-for-purpose technical set-up, inclusive of Focal Points, processes and training. Successfully guided CX to compliance.
* Configured Implicit/Explicit SharePoint records declaration.
* Scoped SharePoint RM solution requirements via the Business Records Managers network.
* As SME, led monthly CX RM calls with global Record Focal Point network, to: share statistics; collaborate; share best practices; coordinate compliance efforts.
* Created CX RM SharePoint KPI Dashboard; assisted Group Records Manager to implement similar structure for SECO.
* Arranged bi-weekly catch-up with ShareWise and monitored internal/external resources to keep at forefront of SharePoint updates, solutions and best practices.
* Global SharePoint SME to various levels of stakeholders across > 300 Sites; assisting the business to fully utilise the environment, from standard Site Owner tasks to advanced solutions.
* Promoted use of Colligo tool to synchronise Outlook e-mails to SharePoint.
* Provided SharePoint Site Statistic reports when available.
* Active contributor to Shell’s SharePoint Yammer Group.
* Onboarded Site Owners and RFPs with training and how-tos.
* Developed workflows and Infopath forms to meet business requirements; from approving travel to monitoring Statements of Work and voting forms.
* Utilised SharePoint Designer to modify SharePoint when appropriate.
* Strong use of HTML and CSS to ensure flexible, robust code.
* Created basic site assets and applied web standards to ensure developed sites adhere to accessibility and usability.
* Facilitated SharePoint upgrades through versions 2007, 2010 and 2013.

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| \* Career break travelling in India and EU from 09/2010-03/2011 | | |
|  | **Business Administrator** (freelance)  **Sustainable Gains Travel Ltd., Sheffield & Beijing** | **11/2008-05/2012** |

Sustainable Gains Travel Ltd, is an international tour operator specializing in sustainable tourism to China and they are developing a Europe marketing operation as an agent for China International Travel Services (CITS).

Key Skills gained:

* International travel arrangements and appreciation for other cultures; lived in Malaysia and India.
* Client Relationship Management, Customer Service.
* Market Research.
* Web Development / Web Marketing / CSS / HTML.

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| 0cc9790 | **Business Analyst** (contract – SAP Project Phase 3)  **The Capita Group Plc, Birmingham - *http://www.birmingham.gov.uk/btsp*** | **06/2008-10/2008** |

Following on from previous role. Business Analyst for the Customer First Business Transformation programme which was set up with the aim of achieving consistent, world-class standards of customer service right across Birmingham City Council.

Key Skills gained:

* International working environment.
* Statistics and report preparation.
* Microsoft Excel Pivot Tables, Macros, Formula Functions .
* Personally created and managed a Training Needs Analysis from end-to-end, whereby staff were interviewed, statistics captured and presented results altered the training program for thousands of staff.

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| 19cfe3f | **Administrator** (contract – SAP Project Phase 2)  **Service Birmingham Ltd., Birmingham - *http://www.birmingham.gov.uk/btsp*** | **01/2008-05/2008** |

Following on from previous role. Expanded technical and communication skills whilst managing the administration of a large training project. Personally responsible for identifying training requirements and maximizing training efficiency by managing the schedule and booking procedure.

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| 1f29b67 | **Administrator** (contract – SAP Project Phase 1)  **HCL Axon Ltd., Birmingham - *http://www.birmingham.gov.uk/btsp*** | **08/2007-12/2007** |

Coordinated the training team whose goal it was to bridge a skill gap for upwards of 50,000 staff as part of the largest Business Transformation ever performed on a European Local Government.

**personal interests**

* Keen interests in sport, travel, IT, creative writing, design, movies and music.
* Played football from 6 years old and whilst at university managed and played for an amateur football team with much success.
* Completed 5 day kayaking grade 2 course, UK.
* Volunteered for the RSPB, UK.
* Held a full UK drivers license since 2003.

**\*References available on request.**