

Andrew Dow

w: www.andydow.com

EDUCATION

Newcastle University, Newcastle upon Tyne.

September 2013 – September 2014

MSc Computer Science

Programming & Advanced Programming modules – Java, Python, Matlab

Web Technologies – HTML, HTML5, CSS, PHP

Database module – SQL, MySQL

Human Computer Interaction

- Accessibility and usability assessment principles
- Design and implementation according to assessment

Software Engineering Group Project module

- Working within a team to produce working software package to specification
- Design and development, experience with different approaches and UML
- Practical use of different development strategies eg. Agile

University of Glasgow. University Avenue, Glasgow.

September 2007 – June 2011

Queens University, Kingston, Ontario, Canada.

Sept. 2009 – May 2010

MA English Literature with Film and TV studies (Jnt Hons)

Reading the Screen Modules

Practical Filmmaking 250 & Audiovisual Project module

- Ability to develop and realise distinctive, creative work in various media
- Technical skills, such as media production, multimedia and web-based technologies

Renaissance Literature & Lit of the 19thC

Radical Theory & Lit of the fantastic

- Communication skills and the ability to present an argument
- Working to a deadline, research and problem solving

KingsPark Secondary School. Simshill, Glasgow.

Aug. 1992 – June 1997

Scottish Highers

Mathematics(A) : English(A) : Physics(A) : Biology(A) : Chemistry(B)

RELEVANT EXPERIENCE

Serco Global Services. Skypark, 72 Finnieston Square, Glasgow.

July 2011 – Jan. 2013

Serco Global Services. All Saints Business Park, Newcastle.

Feb. 2013 - present

Careers, training and employment adviser

Helping people assess their abilities, interests and achievements

- Critical reasoning and using judgment to weigh up alternatives
- Working independently

Advising on learning and work opportunities using web based and digital resources

- Communication and retrieval of information from multiple resources

Helping to establish a plan of action and offering support to carry out assessed goals

- Empathy, commitment to equality and being non-judgmental

Developing working relationships with colleagues, sharing information to improve advice provision

- Team-working skills, the ability to work with people from a variety of backgrounds

Glasgow Caledonian University. Accommodation Office, Glasgow.

June 2005 – Sept. 2008

Clerical Assistant

Management of office database and spreadsheets (room management, applications, mail-merge etc.)

- Time management, resource planning and report writing

Maintenance of confidential individual student records.

- Ability to handle sensitive details to established protocols

Recording, analysis and reconciliation of financial transactions including card transactions.

Reception duties, face to face, phone and email. Secretarial support

Jan. 2005 – June 2005

Renfrewshire Council. 52 Underwood Road, Paisley.

Clerical Assistant

- Large volume data entry working to strictly defined time scale
- Checking database entries for accuracy at high speed and with attention to detail
 - Time management and organisation
- Collating large volumes of data in preparation for data entry
 - Numeracy, data retrieval and processing
- Working with others to ensure coordinated data entry with precision
 - Team work and communication

Abbey National Banking plc. St. Vincent Street, Glasgow.

**Feb. 2004 – October 2004
March 2003 – August 2003**

Clerical Assistant

- Handling savings account inquiries, repurchasing orders and private information
- Compilation and management of office database and spreadsheets pertaining to client accounts
- Set up and maintenance of individual confidential client records.
- Liaising with IFA's, divulging product information and client account information on request
- Ensuring data protection protocols adhered to

CREATIVE EXPERIENCE

A. Dow. Glasgow (Self-employed)

July 2011 – September 2013

Freelance Videographer

- Producing, filming & editing short promotional videos for arts organisations
- Filming and editing wedding videos
 - Technical skills and practical experience with digital technologies
- Delivering a quality product within negotiated time scales
 - Ability to work flexibly and independently with self-discipline and self-direction
- Management and production of creative a creative produce to client needs
 - Project management including financial awareness

Scottish Media Group. Glasgow

March 2003 – April 2003

Performance Artist

- Performance role in ITV's Taggart (one episode)
- Character development and performance in professional production environment
- Working under pressure to extremely limited time frame
 - Confidence, self-presentation and teamwork skills

Fablevision Theatre Company. 7 Water Row, Govan.

September 2003 – March 2004

Performance Artist

- Performance and development of material for a secondary school social issues show
 - Creativity and problem solving within a team environment
- Leading workshops with teenagers, promoting engagement and discussion
 - Communication and inclusion skills

Hopscotch Theatre Company. 7 Water Row, Govan, Glasgow.

Nov. 2002 – Jan. 2003

Performance Artist

- Rehearsal and performance of short work for primary school audiences
- Assembling set and sound equipment quickly and efficiently
 - Patience, self-expression and confidence

REFEREES

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