

# Chris Joiner

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## Profile

I am currently employed as a Postgraduate Administrator in the Department of Mechanical Engineering at the University of Birmingham.

Before joining the University, I gained valuable Project Management experience working as a Project Co-ordinator for First Base IT in London. At University I achieved a BA in History and an MSc in Business Management, the latter in which I achieved a distinction and finished top of my class.

I am hard working, resourceful, personable and organised; and am keen to progress my career further.

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## Key Skills/Competencies

- **Extremely organised and effective planner.** I am responsible for planning and organising various events throughout the year, for example Staff Meetings, Focus Groups, Recruitment Events and Exam Boards. I am also responsible for processing applications for the MSc programmes in a timely manner.
- **Work effectively both individually and as part of a team.** I am used to working efficiently as part of a team within the Postgraduate Office, as there is a lot of overlap between courses and as such it is essential that I work effectively with my colleagues. However, I also spend a lot of my time working independently on work related specifically to my MSc programmes; this includes, but is not limited to, processing admissions, organising events, responding to staff / student queries and producing marketing material.
- **Project Leader.** Both in my current and previous roles, I have been engaged in a number of projects. As project leader it is imperative that I understand the requirements of the project and the effort needed to complete the work. As well as ensuring that all other members of the team understand their responsibilities.
- **Good communicator.** I am frequently the first point of contact for potential applicants, so it is imperative that I answer their queries, clearly and professionally, ensuring they leave with the information requested. Any confusion or misinterpretation could lead to the applicant choosing to apply to another University.

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## Employment History

**Postgraduate Administrator, University of Birmingham, Birmingham**

**September 2013 –  
Present**

- Responsible for the administration of the Mechanical Engineering MSc Programmes
- Responsible for processing admission applications for the MSc Programmes
- Respond promptly and professionally to all email enquires, from applicants, students and staff
- Ensure key information, such as dates and agenda's are disseminated to the relevant people
- Organising events such as the Induction Days, Focus Groups, Exam Boards and Recruitment Events
- Responsible for producing the Agenda and taking minutes in key staff meetings, such as the Staff Student Committee, School Education Committee and Exam Boards
- Responsible for gathering requirements and producing timetables for the next session
- Acting as the Extenuating Circumstances Officer and providing students with all relevant information
- Producing Marketing Material to promote the MSc Programmes

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**Project Coordinator, First Base IT, Ilford, London**

**June 2012 – September 2013**

- Responsible for managing and scheduling projects and major releases
- Point of contact for our client, QBE
- Responsible for identifying and investigating any bugs in the system
- Working as part of a 'collaboration team' with members of the QBE team
- Working at the QBE office when required, in order to meet demands of active projects
- Ensure a strong working relationship is maintained between FBIT and QBE
- Help kick off new projects and schemes, bringing in new business for the company

**Bar Tender, Prince of Wales, Mountnessing, Essex**

**January 2012 - June 2012**

- Tending bar
- Carrying out stock checks
- Providing a high level and efficient service whilst working in a fast paced environment

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**Tullo Marshall Warren (TMW), London**

**November 2011**

- Carried out desk research to support the new business team and planning department
- Undertook detailed competitor audits for account teams
- Supported the PR function by writing short news stories and précis' of larger articles for intermediary websites
- Produced presentations and reports for account teams

**Waiter/Bar Tender, Bentley Golf Club, Brentwood**

**2005 - 2011**

- Responsible for the collection and storage of money deposits
- Assisted in training new staff in procedures and tasks
- Responsible for the securing the premises on evening shifts
- Responsible for ensuring events ran smoothly, whilst serving up to 200 guests to a high standard in a fast paced environment

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**Education**

**Adobe Photoshop Online Course**

**2014 – Present**

**German Summer Course**

**May – June 2014**

Enrolled on a German Course through Languages for All at the University of Birmingham

**MSc Business Management, University of East Anglia**

**2010 - 2011**

Distinction & School prize for being the highest performing student

*Dissertation Title* - "Study of Product Placement within British Television and Movies; the impact on consumer perception, marketing effectiveness and brand attitude" **Mark: Distinction**

*Topics included:*

- Marketing Management of New Products
- Marketing and Strategy
- Interactive Marketing
- International Marketing

**BA History, University of East Anglia**

**2007 - 2010**

2:1 - British Foreign Policy, 1935-1940: Appeasement

*Special Subject Topic* - 'Did Neville Chamberlain and the Policy of Appeasement stifle chances of preventing the Second World War?' **Mark: 2:1**

**A-Levels, St Martin's School of Technology**

History - B      Geography - B      Media Studies - B      General Studies – B

**2005 - 2007**

**GCSEs, St Martin's School of Technology**

Achieved: 12 GCSE's - Including: 1A\*, 3A's, 8B's

**2000 - 2005**

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*Extra Curricula*

- Squash and Badminton Player
- Birmingham Half Marathon
- Member of FBIT 5-Aside Football Team
- Member of UEA Volleyball Mens Team and Club Social Secretary
- IAM certified Advanced Driver

**2012**

**2012 - 2013**

**2010 - 2011**

**2008**

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*References*

Available upon request