

Chris Joiner

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.

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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.

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

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

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

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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

General Studies – B

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

References

Available upon request