Phillip Hunter
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Personal Profile

I am friendly, reliable, punctual and accurate with my work and believe I have all the skills needed to be competent in an office environment. I firmly believe that if a job is worth doing it is worth doing well and take pride in doing a good job. I am dedicated, enthusiastic and diligent in my work and highly organised and self-motivated, also very good at prioritising workloads of several different projects. Extremely adaptable to any work environment. Able retain new information very quickly and thrive in high stress situations with tight deadlines. Throughout my time i have become familiar with all Microsoft products and services able to adapt within IT environment and find it easy learning new systems and programs and capable of becoming competent quickly.

Work history

Admin/shop assistant   British heart foundation   Oct 2016-April 2018

Mainly did admin back office duties and shop floor duties and also helped run successful advertising campaigns.

IT/Admin Assistant   Recycling Unlimited   Jul 2013-Sept 2016

My responsibilities included: taking calls, writing up the donation sheets delivery sheets and fixing their network by creating a whole new network as well as other IT support and installing a server custom built by me. General Admin role scanning photocopying.

Admin   Spring Bank community centre   Dec 2012-May 2013

 For 6 months in the computer suite and admin role.

Systems Administrator   Wilberforce College   Oct 2010-Nov 2012

Systems Administrator and IT Tech Support worked on the Helpdesk helping students with problems and also helped out in the big upgrade of over 1400 computers hardware and software.

Retail   Monster Maker Internet Café   Jan 2010-Oct 2010

Working on the main system dealing with customers and monitoring the network while people when on the internet.

Administration   Hull Daily Mail   Jan 2006-Dec 2007

Working on the call centre helping out with filing and dealing with Kingston Communications doing data collaboration.

Telesales   Coldseal Windows/Safestyle Windows   Feb 2004-Jan 2006

Outbound call handler.

IT Hardware and Tech Support   PcWorld   Dec 1999-Jan 2004

Worked on the IT Helpdesk fixing computers installing hardware and software and troubleshooting.

<u>Strengths & Key Skills</u>

- Problem Solving
- Good communication skill
- Good customer relations
- Initiative/self-motivating

<u>Education and Training</u>

<u>Other RSA - Queens Gardens College Microsoft Qualifications Home Study</u>

- The Microsoft Certified Systems Engineer (MCSE)
- Microsoft Office Specialist 365 (MOS)
- The Microsoft Certified Professional + Internet (MCP+I)
- Microsoft Certified Desktop Support Technician (MCDST)
- Microsoft Certified Application Developer (MCAD)
- The Microsoft Certified Professional + Site Building (MCP+SB)
- Microsoft Office Specialist Certification in Office 365
- Microsoft Certified Systems Administrator (MCSA)
- CCNA CCENT ICND1 and ICND2 and ICND3
- Linux+   ● CASP   ● Network+
- PDI+   ● Security+   ● SERVER+
- ITIL foundation level 2+
- Network systems administration level 3
- Red hat RH124 RH135 RHCSA RH255 RHCE
- CompTIA A+
- CompTIA Network+ IT
- Microsoft Certified Solutions Associate (MCSA) Windows 7
- MCSA: Windows 10 IT
- CompTIA IT Fundamentals Certification

<u>A.S LEVELS - Queens Gardens College Hull</u>

- As level web design
- As level in hardware engineering
- As level programming C++
- As level in operating systems
- As level programming in C#

<u>N.V.Q - Queens Gardens College Hull and Riley College</u>

- N.V.Q level 2 in Electronic servicing
- N.V.Q level 1&2 in HTML XML w.a.p java and flash (internet module)
- N.V.Q level 2&3 in C++ and Perl programming (programming module)
- N.V.Q in sage level 2
- N.V.Q English level 2
- N.V.Q Maths level 2

<u>G.C.S.E x 10 - Hull Trinity House School</u>
- English reading   B+
- English lit   B
- Maths   B
- Science 3 awards.   B chemistry
-          C physics
-          B biology

<u>Training</u>

- First Aid level 2 from 29/10/2015
- Health and Safety in the Workplace level 2
- K.C.L web design
- G.O.A.L.S course at A4E
- A4E CLAIT plus
- Business and Administration Skills

- Warehouse and Storage level 1   ● BTEC level 1 Work Skills

<u>References are available on request</u>