

Name:	William Graham Cardus		
Address:	29 Ribchester Drive, Bury, Lancashire, UK, BL9 9JT		
Mobile No:	07708766524	E-mail:	williamcardus@gmail.com
Current Salary:	£18,500	Ideal Salary:	£25,000 - £30,000
Nationality:	British	Right to Work in UK:	Yes
Notice Period:	4 weeks	Security Clearance / Developed Vetting:	Yes, Enhanced CRB

Personal Profile

Nineteen years of focused IT 1st, 2nd & 3rd line IT support experience in a very busy educational IT environment, building on growing project management skills & always willing to undertake new challenges. Motivated, personable multi skilled IT professional with a university Business & IT BA degree. A talent for quickly mastering technology & from a mechanical engineering background always looking at different ways of diagnosing & repairing equipment. Enhanced CRB checked, a competent current designated first aider, first responder AED, IPAF certified.

Flexible and versatile, with broad diverse IT skills – able to maintain a sense of humour under pressure. Poised and competent with demonstrated positive ability to career change & easily transcend cultural and peer differences. Thrives in deadline-driven environments with confident team-building skills & who understands technology & its uses in very busy IT environment. Now looking to move onto a new role & challenge.

Employment History

Company:	Holy Cross College	Location:	Manchester Road, Bury. BL9 9BB. UK.
Company Description:	Further Education Establishment	Environment:	6th Form College
Position Type:	Permanent	Reporting To:	Network Manager
Job Title:	IT Technical/Support Officer	To:	Current
From:	September 1999	Users:	2000+
Sites:	One site	Team Size:	6 members
Department:	IT dept		
Duties:	<ul style="list-style-type: none"> • 1st, 2nd & 3rd line IT support. • IT Helpdesk support. • Evening IT Helpdesk support. • Server Management 		

Technical Skill-Set

- MS Server 2003, 2008 & 2012R2 as domain admin & using RDP
- Active Directory ver 6.3 – creating users & computers ver6.3
- DNS Manager ver 6.3 adding named servers, creating/deleting host. DHCP ver 10 creating & deleting reservations
- TCP/IP connecting to network devices. refreshing \renewing\pinging IP's via command prompt
- Virtual Servers using VMware VSphere client ver 5.5
- MS O365 & MS Office 2016 troubleshooting
- Switching/Routing Cisco switch stacking & installations
- Server 2003, Server 2008 & Server 2012 R2 as a domain administrator.
- MS desktop 1998, 2000, XP, 7 & 10 both as a network user, domain & local administrator
- LAN & WLAN maintenance - computers, laptops, tablets, phones, UPS, server cabinet work, CAT5e & CAT6 cable installations. Wireless access point installations & maintenance
- Installation of computer IT suites
- Cisco switch maintenance, port switching
- Ayava IP500 VOIP telecoms installation & maintenance.
- Door Access control using Salto software
- Fortinet MC3200 WLAN 802.11 a/b/g/n/ac installation & maintenance
- Hardware Supporting network & local printer installation, scanners, projectors & Smartboards, display screens, etc.
- Avigilon POE security CCTV installation & maintenance
- Software Support - MS Office, 365, Edge & Chrome, Sage 200\Spindle support, dept software installations using MS Group Policy Manager. PC imaging using MS WDS server.
- IT systems hardware procurement using best value, R.O.I., lifecycle monitoring, asset IEEE/disposal, IT tendering processes. Capital & revenue purchasing.
- Server & pc data backups, file restore & disaster recovery, file shadow copies (Dell PowerVault 124T, Symantec Backup Exec 2010R3 & 2012R2 for Windows Servers).
- APC & Eaton UPS installation configuration & maintenance.
- Apple iMac, MacBook Pro & iPad support experience

Recent Main Projects:

- Currently transferring all college LAN UPS from APC to Eaton as senior role for the last 2 weeks. This involves careful planning & technique in order to keep the college network running. Two people in the team.

- Installed & maintaining the college new Meru/Fortinet WiFi network as senior role which took approx. 2 weeks using an external specialist schema. Three WiFi networks were created so that staff & students could use college laptops & their own devices on the WiFi network.
- Server Upgrading & updating.
- Changed the college's old Toshiba PBX telecoms system to an Avaya IP500 POE system which also involved installing & configuring new Cisco POE switches as senior member. This took approx. 4 weeks & involved one other member of staff
- Converted and maintain college's old CCTV system from POE injected to Avigilon POE system using Cisco POE switches as senior role. This took approx. 5 weeks.

REASON FOR LEAVING:

Unemployed for 6 months. Undertook retraining for employment in IT. 01/1999 - 07/1999

Company:	Parkhills Car Centre	Location:	Manchester Road. Bury. Lancashire. UK. BL9 9AZ
Company Description:	Motor vehicle sales, servicing & repairs		
Position Type:	Permanent	Environment:	Car sales & workshop
Job Title:	Motor Vehicle Mechanic	Reporting To:	Garage Owner
From:	04/1988	To:	11/1998
Sites:	One site	Users:	Various customers
Department:	Vehicle repair workshop	Team Size:	2-3 people
Duties:	<ul style="list-style-type: none"> • Servicing & repairs of motor vehicles • MOT testing • Workshop foreman 		

Technical Skill-Set

- Servicing & repairs of all makes of motor vehicles (diesel & petrol)
- Reception customer care
- Vehicle MOT testing

Projects:

- Classic car restoration (Triumph, TVR & Hillman)

REASON FOR LEAVING: Industrial Tribunal. Unfairly dismissed.

Company:	Pendlebury Car Centre	Location:	Pendlebury, Swinton, Gtr Manchester
Company Description:	Motor vehicle fast fit garage		
Position Type:	Fast Fit Mechanic	Environment:	Garage
Job Title:	Motor Vehicle Mechanic	Reporting To:	Workshop Foreman
From:	07/1987	To:	08/1988
Sites:	One site	Users:	various customers
Department:	Workshop	Team Size:	none
Duties:	<ul style="list-style-type: none"> • Service & repair motor vehicles 		

Technical Skill-Set

- SUN Motor vehicle diagnostic equipment & software

REASON FOR LEAVING: Found employment nearer to home.

Company:	The Post Office	Location:	Radcliffe. Gtr Manchester.
Company Description:	Post Office mail sorting office		
Position Type:	Postman	Environment:	Post Office mail sorting office
Job Title:	Part Time Postman	Reporting To:	Postmaster
From:	09/1986	To:	06/1987
Sites:	None	Users:	None
Department:	Mail sorting dept	Team Size:	One
Duties:	<ul style="list-style-type: none"> • Sorting & delivering Royal Mail within a time frame 		

REASON FOR LEAVING: Only part time employment, needed full time.

Company:	IGW Services	Location:	Halliwell Road. Bolton. Lancashire. UK
Company Description:	Motor vehicle sales, servicing & repairs		
Position Type:	Permanent	Environment:	Servicing & repairs workshop
Job Title:	Motor Vehicle Mechanic	Reporting To:	Owner
From:	10/1985	To:	08/1986

Sites: None
Department: Repairs & servicing
Duties:

- Servicing & repairs of motor vehicles

Technical Skill-Set

- SUN Motor vehicle diagnostic equipment & software

REASON FOR LEAVING: Found employment nearer to home

Users: various customers
Team Size: One

Company: H&J Quick Ltd
Company Description: Motor vehicle sales, servicing & repairs
Position Type: Permanent
Job Title: Motor vehicle Mechanic
From: 09/1975
Sites: None
Department: Motor vehicle workshop
Duties:

- Service & repair motor vehicles

Technical Skill-Set

- SUN Motor vehicle diagnostic equipment & software

REASON FOR LEAVING: Found employment nearer to home

Location: 660 Chester Road. Stretford. Manchester.
Environment: Servicing & repairs workshop
Reporting To: Workshop Foreman
To: 09/1985
Users: various customers
Team Size: One

Education

- BA Dual Award with honours IT & Business. Liverpool Hope University. 2001 – 2007. 2.2
- City & Guilds & ULCI, Part 1&2 Light Vehicle Craft Studies, Passed. North Trafford College. Stretford. M/C 1975 – 1977
- City & Guilds & ULCI, Part 1&2 Heavy Vehicle Craft Studies, Passed. North Trafford College. Stretford. M/C 1975 – 1977.
- GCSE grades A-E. Broadoak Comprehensive School. Partington. Cheshire. 1970-1975

Professional Certifications & Training

- GDPR - Understanding Data Protection & Data Security. Passed. NCFE Level 2. 2019
- IBT level 2. Passed. 2001
- NVQ level 3 Install IT. Passed. 1999
- NVQ level 2 Implement IT. Passed. 1999
- CLAIT level 1. passed. 1999

Additional Skills

- IPAF certified.
- Designated First Aider
- Strong negotiation & communication skills, who can confidently liaison with people at all levels

References

Name: Mrs Helen Kirkley
Position: HR Manager
Relationship to you: Work Colleague
Mobile No: 0161 7624500
E-mail: hlb@holycross.ac.uk

Name: Mr Andrew Fletcher
Position: Retired Policeman
Relationship to you: Friend
Mobile No: 0161 7643850
E-mail: andy_fletcher1@hotmail.co.uk