# Dan Carey

# 34 Thompson Avenue

# Ormskirk

# L39 2BQ

# 19 June 2019

Dear Sir or Madam,

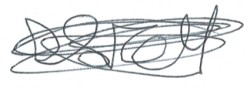
Thank you for taking the time to read my application. I have chosen to apply for this full-time role with yourselves as an ideal opportunity to use my skills and experience to contribute to the success of your organisation.

In May 2019 I completed a degree in computing (Information Systems) at Edge Hill University. The formal graduation award takes place in July and I am set to receive a first class honours degree. Having finished University, I am available now for a full-time career opportunity.

During the summer break of 2018 I worked at Reed Global in Manchester as a Screening Executive. This gave me experience in a busy, professional office environment and opportunity to use my computing and people skills. I have additional work experience from; teaching information technology at Age UK, retail experience at Oxfam and support working at Camp America. All of these have added to my personal development as a conscientious and committed team player. Keen, pro-active, reliable, efficient and friendly are traits that people use in describing me.

I am interested in this role and would greatly appreciate the opportunity to work with yourselves, in return I offer my skills, experience and commitment.

Yours sincerely,



Dan Carey enc.

**Dan Carey**

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**Personal Profile**

I am a qualified person with a record of hard work and high achievement during the past seven years of studying Information Technology and Computing at Runshaw College and Edge Hill University. I have work experience in an array of roles including IT support, administration, teaching IT, retail and in social events. I am currently seeking full time employment in a position where my organisational skills and computer proficiency will be well utilised. I am an energetic and hardworking individual with a strong desire to succeed. Detail-orientated and professional in both performance and presentation, I have proven ability to plan and complete multiple tasks within strict deadlines. I can learn new tasks quickly and accurately, experienced in communicating effectively at all levels and a team player who is always willing to go the extra mile.

**Education**

**Edge Hill University Sept 2016 – May 2019 (3 YEARS)**

**BSc Hons Computing (Information Systems) (Grade: FIRST)**

First Year = 86% (First), Second Year = 82% (First), Third Year = 78% (First) and Overall = 80% (First)

University has enhanced my analytical, investigative and creative skills, particularly in the areas of IT and Business. This has also enhanced my people skills, report writing and presentation skills.

Work modules included Programming, Web Design, Computer Architecture & Networks, Business Analysis, Strategic Business Information Systems, E-Commerce, IT Management, Project Management, Databases, Legal, Social, Ethical & Professional Issues in Computing and Research & Development Project.

**Runshaw College Sept 2012 – Aug 2016 (4 YEARS)**

**IT BTEC Level 3 (Grade: Triple Distinction Star), GCSE Mathematics (Grade: C), GCSE English (Grade: C),**

**Bronze, Silver, Gold DofE Award and John Muir Discovery Award**

College enhanced my knowledge of computer architecture, programming, word processing, presentations, spreadsheets, databases, desktop publishing, emails, the Internet and creating and modifying graphics and videos. Completing the Duke of Edinburgh Award and John Muir Discovery Award taught me hard work and team ethics whilst requiring motivation, enthusiasm and resilience.

**Skills**

**Computer Literacy**

Seven years of experience in studying IT and Computing at College and University, and seventeen years of computer hardware and software use, have developed my knowledge and skills in the areas of hardware and software systems, networks, applications and design, security and maintenance. At University I studied the digital world, gaining further knowledge of IT, digital commerce and enhanced security. I have five years’ experience of teaching computer literacy at Age UK with people aged fifty and above. In my most recent work environment, I have used both in-house and proprietary business applications to process data.

**Team Work and Leadership**

Regularly working in teams of four to six people to meet targets and complete projects, I inspire and motivate team members by offering encouragement, support and displaying a ‘can do’ attitude. I have demonstrated this in my role as a screening executive, in achieving my personal recreational goals and in my studies at University. Completing all levels of DofE award demonstrated my ability to work together in a team. Working together with new people to reach a shared goal taught me the importance of good communication, the value of each other’s skills and the necessity to support colleagues of all abilities.

**Written and Verbal Communication**

I enjoy and have experience in analysing information and communicating findings in a structured, coherent and persuasive manner. I use Microsoft Word to present findings in the form of written reports. I actively participate in group discussion with the purpose of exchanging ideas and reaching impartial decisions on work and University topics. I deliver conclusions in the form of visual and verbal presentations to peers and participants. I am also a confident communicator on a range of social media platforms – as shown when organising events and peer group activities.

**Organisation and Time Management**

I regularly set goals and prioritise to meet deadlines and work targets. I pride myself in self-management in my work and leisure activities. The DofE programme is a good example where it was necessary to plan my own programme and source my own activities whilst considering other commitments. Realistic yet challenging goals were necessary for each activity as the award can only be achieved through organisation and time management.

**Investigating and Analytical Skills**

I enjoy research and recently completed studies into the digital divide and the impact on business and society. An open and inquisitive mind allows me to see more than one view on a situation. My analytical skills, supported by IT knowledge, enables me to assess risks and alternatives in a logical manner. This linked with my optimistic attitude assists me in finding solutions to problems and alternative ways of achieving goals. In work applications I am active in feeding back suggestions for improvement in efficiency by thinking through the process methodically and assessing potential solutions. This approach is demonstrated in the high grades I have achieved in University research projects.

**Business Acumen**

Actively following business trends with business acumen and commercial awareness, I have a keen interest in the effects of e-commerce on retail and administration. Being financially minded assists me in considering business purpose, efficiency, profitability and growth. I find myself constantly seeking greater process efficiency in whatever I am doing. This is reflected in the detail of business projects I have completed in online / high street Estate Agents and in specifying and installing modern IT office systems including Bring Your Own Device (BYOD) systems.

**Work Experience**

**May 2018 – Sept 2018 Screening Executive – Reed Global**

In this role, I demonstrated competence in telephony and customer service skills and used various Excel, Word, Database and bespoke business applications. A focus on numeracy and attention to accurate detail was necessary. I utilised my strong interpersonal skills and ability to develop effective working relationships within all levels of the organisation. Trust, confidentiality and integrity were key requirements of my role. I proactively managed priorities and workload to meet targets and liaised with others at all levels in the business to resolve system issues.

**Aug 2015 – Aug 2018 Steward at UK Festivals – Oxfam Festivals Team**

I utilised part of my summer break to support charity whilst also enjoying one of my leisure activities of listening to music. I contributed to organising health and safety, security and customer service on behalf of Oxfam. Working at ten festivals across the country in four years has given me experience in leadership and team working. I have been responsible and relied upon to use my initiative to manage and resolve issues that arise including breaches of security, lost children, illness and crowd control. This has added to my experience in communicating with people, being aware of legislation and implementing procedures.

**Aug 2013 – May 2018 IT Tutor - Age UK Wirral – Meadowcroft Community Wellbeing Hub**

In this part time role over five years, I identified training needs of participants in computer literacy sessions at Age UK. I gained experience working with and motivating people to achieve what could sometimes be technically difficult for them. Participants often knew what they want to achieve, I established a training plan with them that we could execute over an agreed set of weekly sessions. Key interpersonal skills I developed include, verbal communications, assertiveness, patience, respect and team working. The group sizes I worked with ranged from five to eight people. Working one to one and presenting to the whole group added to my confidence as an articulate speaker.

**Nov 2012 – Sept 2015 Shop Assistant at Oxfam retail shop, Preston**

In this part-time role, I gained experience and confidence in interaction with the public, answering queries and ensuring good customer service. The role required good personal appearance, a positive outlook and proactive support. During my last year I was responsible for stock management, retail pricing and cashier activities.

**References**

Available on request.