***Matthew James Smith***

***Curriculum Vitae***

***Personal***

Nationality: British

Address: Marple, Stockport. SK6

Date of Birth: 24 April 1980

Telephone: 07974 839 926

***Profile***

A self-motivated, achievement orientated pro-active IT professional with 5 years IT Support / Management experience. I am a confident, effective communicator adept at dealing with and presenting to Senior professionals internally and externally.

***Professional Experience***

**Venn Digital Ltd**

Venn Digital are an independent digital marketing agency based in Wilmslow who specialise in Web Design, SEO, PPC and Content Marketing. Venn have won several awards including, most recently, Large Digital Agency of the year at the Northern Digital Awards.

*Highlights*

* On two occasions during my employment I have migrated all the hosted websites to a new platform. The second time I did this the company moved to another hosting provider. On both occasions the move was planned and executed with minimal disruption to client’s websites.
* Successfully upgraded the hosting infrastructure from Windows Server 2008 to Windows Server 2012 and again to Windows Server 2016.
* Successful migration of the company email from a physical MS Exchange server hosted with a 3rd party to MS Exchange online as part of the roll out of MS Office 365. This included deployment of Azure AD sync and migration of c150 mailboxes without disruption.
* Implementation and roll out of Zoho CRM and Teamwork projects across the business.
* Creation of a Helpdesk facility for clients which is now sold to clients as a website maintenance package.

**IT Manager (March 2014 – August 2019)**

As IT Manager I am responsible for the company’s web hosting environment, managing the ‘go live’ process for new sites and code updates to existing sites and providing general IT support across the business.

*Hosting Responsibilities*

* Management of the production environment hosting up to 200 live client websites at a time and Venn’s in house built, web-based CMS system.
* Development of the environment, planning infrastructure upgrades and working alongside the 3rd party hosting company to ensure delivery without disruption.

*Internal IT Responsibilities:*

* IT hardware including Windows Laptops, MacBook Pro/Air, iMacs, Printers and the internal development environment including (comprised of Windows Server & MS SQL Server and SVN source control).
* Management of the IT Hardware lifecycle & identifying replacements
* Management of the Windows domain, Active Directory and the internal network.
* All company email initially through Microsoft Exchange and latterly within Microsoft Exchange online.
* Responsibility for the user licensing for all software including MS Office 365, Adobe Creative Cloud, Symantec endpoint protection, MS Visual studio, Zoho CRM, Teamwork projects plus ad-hoc tools used by specific departments.
* Management of the VOIP telephone system.

*Site Go-Lives*

* Setup of new websites in the live environment (IIS8.5).
* Pre go live testing & identifying issues/bugs.
* Installation of SSL certificates
* Deployment and post deployment testing of updates to site code.

***Education***

1998 – 2000 The Nottingham Trent University

B.Sc. Combined Studies in Science

1996 – 1998 Turton Sixth Form College

A Level Maths (A), Chemistry (C), General Studies (E)

1994 – 1996 Turton High School

GCSE 6 passes grade C or above including Mathematics, English & Science

***Interests***

Outside of work I love spending time with my family. I am engaged to my partner and have a young family with a daughter and a son. I am also a passionate football fan though these days I don’t get quite as much opportunity to follow them home and away as I used to.