**Ashley MacDonald**

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| 305 kings road Bradford BD2 1Nw |
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**PROFESSIONAL OVERVIEW**

A strong minded individual who is full of initiative ideas. Full of enthusiasm with a high level of self-motivation. I have excellent attendance record on which I pride my self. I enjoy being challenged so that I am able to know that I am improving in different skills. I have a very positive attitude, which is recognised, by all my friends and colleagues alike.

**EMPLOYMENT HISTORY**

**Capita 2015 – Present**

*Coredata Pensions*

**Leeds City College Student Union 2013-2014**

***Events and campaign coordinator / Financial Advisor***

Manage, plan and execute events and campaigns across the student union. Work with union president to create ideas that can include the whole college. Advertise campaigns across all college campuses. Asses skills of other volunteer and choose volunteers with matching skills to ensure success of the campaign. Take full responsibility of events organised by the Student Union. **Financial Advisor** - Provide advice to the finance co-coordinator based on the finances of the year, create reports on the unions spending as well as helping to construct reports on how to best spend money provided to the union by the college. Create and help update financial databases for the student union finances.

**PHAB Camp 2012-present**

***Volunteer***

Birmingham PHAB Camps is a small, totally voluntary, organisation whose aim is to encourage the integration of disabled and non-disabled children and young people. As a volunteer I am given responsibility for looking after a set amount of people and making sure that both disabled and able bodied people can interact within the same activities. Every volunteer has a big say in how each day is planned, this means each volunteer must take into account their person’s ability and make a decision whether the activity being suggested is realistic.

**St Bede's Catholic Grammar School 2010-2012**

***ICT Support Technician***

Exposure and technical experience with – Microsoft windows XP, vista, 7,8. Microsoft server 2008 and 2012. Active directory, Apple products Microsoft office 2003,2007,2010,2013 Microsoft Outlook and Exchange. Exposure to network technologies. Maintenance of peripherals and liaising with 3rd parties to order essentials. IT helpdesk 1st line support following up issues until they are solved.

**ACADEMIC QUALIFICATIONS**

**Leeds City College (2015) Leeds**

First Class Degree Business and Management – BA (Hons) **CIMA Student (January 2015)**

**Leeds City College (2012-2015) Leeds**

Business Management Foundation Degree

**Hanson School (2003-2008) Bradford**

8 - A\*-C GCSE

**Shipley College, Bradford (2009-July 2011)**

NVQ Level 3 IT Professional BTEC First Certificate for Information and Communication Technology (ICT) Practitioners to a distinction level.

CLAIT Plus – Word Processing, Presentation Graphs, Database

CISCO Discovery networking course for home and small businesses.

NVQ Level 2 IT Practitioners course which consists of the following units

**References available on request**