**CURRICULUM VITAE**

I have previously worked in Finance, however I am passionate to start a career in IT so undertook a study program to prepare me for the IT Support sector. I recently graduated from an IT Technician Traineeship specialising in troubleshooting hardware and software issues through a series of courses, practical work and official certifications. I am a real people person with excellent communication skills at all levels. I am confident that I will hit the ground running and be an asset to your organisation.

**PERSONAL DETAILS**

**NAME**: Jason Steel

**RESIDES**: Leeds, West Yorkshire

**VEHICLE:** Full UK Driving License & access to own vehicle

**CONTACT DETAILS:** (M) 07899968720

(E) steelyjace@googlemail.com

**IT TECHNICIAN TRAINEESHIP IT Career Switch Ltd**

IT Technician Traineeship

Nov 2018 – Aug 2019

The IT Technician Traineeship specialized in preparing me for the IT Support sector through a series of intense courses and practical application.

Courses studied included:

CompTIA A+, Network+, Security+

MCSA Microsoft Windows 7 & 10

Cisco CCENT

* Installing, Configuring & migrating windows 7 and 10 Operating Systems
* Configuring Security systems & windows firewall
* Troubleshooting common system problems
* Configuring and managing printers, configuring mobile devices
* Configure, manage, and maintain essential network devices
* Design and implementing a functional network
* Active Directory – unlocking user accounts, resetting passwords, searching users
* Implement network security, standards, and protocols

I have recently fully passed my CompTIA A+ qualifications specializing in troubleshooting hardware and Software issues. More information on this certification can be found at: <https://certification.comptia.org/certifications/a>

**2019: CompTIA A+ 220-901 & 902**

**SYSTEMS EXPERIENCE**:

Windows desktop systems, install, patching, troubleshooting, hardware replacement

Extensive experience with the Microsoft Office suite

Thorough understanding of computer, networking and security concepts working knowledge of Windows XP, Vista, 7, 8/8.1, 10, Windows Server 2008/2012, Active Directory, PowerShell, Remote Access/Desktop and VMware

MS Office (Excel, Word, Powerpoint), MS Access, MS Projects, MS Video

**CAREER HISTORY:**

**2012 - 2018 Hilton Leeds City, Leeds**

**POSITION HELD: Accounts Payable Assistant**

* Proactively support Cluster Finance Director & Cluster Finance Manager
* Use the company purchasing system, Birchstreet, to match all invoices and purchases orders
* Ensure Commission invoices are processed for payment within and outside TACS system
* Processing of Petty Cash and Payment Requisitions
* Monitor and control the Accounts Payable process
* Setup new Birchstreet login for team members
* Full responsibility for all Accounts Payable and queries
* Receive and process all invoices for payment using Peoplesoft
* Reconciliation of Supplier Statements
* Sourcing information from Hilton OnQ system
* Ensure that all agreed standards of book keeping are maintained

**2011 - 2012 Doubletree by Hilton, Leeds**

**POSITION HELD: Accounts Assistant**

* Proactively support Financial Controller & Assistant FC
* Full responsibility for all Accounts Payable and queries
* Receive and process all invoices and requests for payment using SUN and Peoplesoft systems
* Use of iPOS and Birchstreet purchase ordering systems
* Sourcing information from Opera PMS & Hilton OnQ system
* Reconciliation of Supplier Statements
* Ensure Commission invoices are processed for payment within and outside TACS system
* Update and balance all the Food revenue in the Food Flash report on a daily basis
* Completion of monthly Liquor revenue reports for Auditors

**OTHER ROLES:**

**2009 - 2011: City Inn Leeds Hotel**

**POSITION HELD: Storeman**

**1992 - 2009: Pioneer Electronics Technology UK**

**POSITION HELD: Materials Handler**

**EDUCATION**:

**Astra Training Services ET Scheme, Wakefield**

City & Guilds Electrical Installation Competences

City & Guilds 15th Edition of the IEE Wiring Regulations

**Wakefield District College**

City & Guilds Electronics Servicing - part 1

City & Guilds Electronics Servicing - part 2