**APOLINARIO TINY**

**8 Alfreton Walk, Lightbowne, Manchester, M40 5NE**

**Mobile: 07796713599 Email: apolinario1@hotmail.com**

**Personal statement**

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As an IT graduate I try to learn something new from every experience because I believe there is always room for self-improvement both personally and professionally. I am looking to secure a position as IT support or similar to utilise my current analytical skills and also help me to develop these skills in a practical and paced environment.

**Key Skills/Competencies**

* Fluent Portuguese Speaker
* Experience in Administration and customer service
* Speak Spanish intermediary level

• Academic CCNA Certified (Cisco Certified Network Associate).

• Have a good understanding of Windows server, Active directory and configuration

• PC Build - Fault finding - Setting up and configuring laptops and desktops.

• Desktop Support Ability

• Level 1 Contact Centre Certification

• SLA / ITIL Awareness Understanding

**Career History:**

**NHS Pennine-** July 2017 to Present

**Bilingual Bank Worker** - Provide a high level and confidential interpreting service for Pennine Acute Hospitals NHS Trust covering all four hospital sites including, Royal Oldham Hospital, North Manchester General Hospital, Fairfield General Hospital (Bury) and Rochdale Infirmary, also in various health community settings on a sectionals basis, as and when required according to the specified booking requirements.

**D A Languages**  May 2016 to Present

**Freelance Interpreter** - Face to face and telephone interpreting assignments, I basically convert spoken Portuguese/English language statements from one language to another, listening to, understanding and memorising content in the original 'source' language, then reproducing statements, questions and speeches in a different 'target' language. As a freelancer I work in different settings such as GPs, social services sector and hospitals.

**ATS Ltd**  June 2011 – Sep 2013

**IT Support /Computer Assembler**

Computer assembler and support of Windows PC equipment and software upgrade. Conduct testing, maintenance, installation, configuration, Identify and diagnosis equipment fault. Install O/S software diagnose and repair any deficiencies on customers facing software or hardware systems deficiencies. Maintaining, ordering and monitoring parts supplies, money handling and stock supervising. Ensure all works is in accordance with the company policy and meet customer expectations.

**SOGRIMPORT GROUP LTD** January 1992 – June 2011

**Administration -** Import and Export business partnership

The company dedicated to the exportation, distribution and sale of diverse products specifically food and beverage from Portugal market to Angola. Duties: A keen international and commercial acumen through overseeing all aspects of business, liaising with suppliers and building good customer relationship within. Dealing with some major business issues in an analytical and conceptual thinking, with a conscientious approach to manage workload,

**EDUCATION**:

**University of Bolton**  Sep 2013 to Feb 2016

**Computer Networks & Security - BSc (Hons) Degree**

The mainstay curriculum is a technical and practical route that focuses on the design, configuration, management and support of LANs, WANs, Wireless, UNIX, Data Management, Computer Security, Computer architecture and Cisco Configuration CCNA .

**Hobbies and Interest**

Socialising with family and close friends, I am fascinated with the swift world of IT Technologies and contemporary geopolitics.

**Reference**

I am happy to supply those on request.