

DAVID REZAEI

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Personal Profile

Broad set of skills and experience; with focus on research and data analysis, statistics, and IT. Currently undertaking an online course in SQL programming and advanced statistics. Seeking employment in IT, operations or administration.

Work and Voluntary Experience

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| 2011– 2014 | <p>Application Support Analyst
<i>Lifeways Community Care, Wandsworth, London</i></p> <p>Provide application support to Coldharbour database at regional offices nationwide, solve problems and compile reports; working with and assisting finance, payroll and credit control departments.</p> <p>Creating and updating contracts for new clients and existing clients, producing and confirming accuracy of invoice reports. Processing company payroll every month and send employee and client reports to managers on a regular basis.</p> <p>Ensure requests assigned are dealt with in a professional manner, meeting the service level agreement deadlines and certify company payroll and invoice targets are met.</p> |
| 2010 – 2011 | <p>Volunteer Human Resources Administrator
<i>Keech Hospice Care, Luton, Bedfordshire</i></p> <p>Assist the Volunteer Services Manager in the day to day recruitment of volunteers for Keech Hospice. Maintaining the employee and voluntary personnel database, word processing, data entry, archiving documents, inventory management and any other duties assigned by management.</p> <p>Involved primarily with Donorflex and PersonnelManager (donation and volunteer database software respectively). Intermediate level use of software such as Excel, Word and Powerpoint. Created macros and used Access.</p> <p>Completed data protection and database training.</p> |
| 2010– 2011 | <p>IT Support Volunteer
<i>Luton Central Library, Luton, Bedfordshire</i></p> <p>Taught library customers of varying skill levels and abilities in IT. Helped in the matters of sending and receiving emails, computer maintenance, browsing the web securely and creating professional looking documents.</p> <p>Sessions were usually booked weeks in advance and I enjoy seeing many returning customers with whom I can establish a better understanding of their needs and confidence levels.</p> |

Academic Education

2008 – 2010	<p>Global Governance and Ethics (MSc) <i>University College London</i></p> <p>Courses included Research Methods in Political Science, Public Policy Economics Analysis and Voters Public Opinion & Participation.</p> <p>My dissertation subject was strategic voting behaviour. I had obtained raw numerical data from many different sources, extract vital information, apply the appropriate statistical techniques and assimilate the findings (plus my conclusions) for a more general audience. Familiarity from use with SPSS, PSPP, and Gretl advanced statistical and econometric software packages.</p> <p>Did not complete study program.</p>
2005 – 2008	<p>Philosophy & Political Science (B.A. joint honours) <i>University of Birmingham</i></p> <p>Courses included Logic, Research Methods in Political Science, Independent Research, Philosophy of Science, Political Power in Britain, Political Analysis, and Political Philosophy.</p> <p>Drawing upon independent research (newspapers, online, journals and literature review of case studies) into a series of hour long seminar presentations and articulate a personal viewpoint derived from the investigation. Handled questions from peers. Prioritising and managing between multiple deadlines, essays, exam preparation, my extra-curricular activities in the University of Birmingham Student Guild and part-time work. Learnt to be flexible and quickly organise time better under pressure with very strict time-constraints.</p> <p>Completed with 2:1 degree.</p>

Additional Skills & Information

- **Bookkeeping:** Won a sponsorship to study a book-keeping course. Modules included calculating VAT and other taxes, maintaining a balancing and sales ledger, creating bills, preparing a trial balance and SAGE.
- **Programming:** Create simple HTML pages, documents in L^AT_EX, simple scripts in Python and Javascript. Used R - a statistical language for my UCL dissertation. Some knowledge of C/C++.
- **IT:** Tested and compiled software packages. Submitting bug reports, updating end-user documentation, and provide quality assurance.
- **Hobbies & Interests:** Former member of University of Birmingham's Chess club and United Nations Society. Represented Amnesty International at Birmingham University Guild and helped organise events. Reads comic books, speculative fiction, biographies, popular science books and magazines. Also enjoys tennis, maths and logic puzzles, wargaming, dungeons and dragons role playing games, and comedy.

-References available on request-