

SIMON FOSTER

PERSONAL DETAILS

Date of Birth	30 October 1980	Nationality	British
Home Address	28 St Pauls Terrace York YO24 4BL	Full UK driving license	
Mobile Telephone	07906028412		
E-mail	funkysi1701@gmail.com		

EDUCATION AND QUALIFICATIONS

1992 - 1997 Redhill Comprehensive School, Arnold

GCSE (1997) 9 A* - D grades including Science, Mathematics and English.

1997 - 1999 Redhill Sixth-Form

A Levels (1999) Physics (A),
Mathematics (A),
Chemistry (C),
Further Maths (D).

1999 - 2003 Mphys (Hons) degree (2.2) in Physics, University of York

WORK EXPERIENCE

October 2006 to Present	Eurosafe UK, York Systems Administrator Work as part of the IT support team, providing front line support to the company, which includes support via phone/e-mail for a branch office in Derby and many home workers. I am also the contact for support queries for clients, contractor and internal staff for a data sharing website. I am responsible for ensuring the weekly backups run, administering users and computers with active directory, publishing new content to the company websites, maintaining FTP, VPN and Exchange, monitoring the health of our servers, configuring phones and other IT related tasks.
May 2005 to October 2006	Norwich Union, York Customer Service Representative Work as part of the Agency team, tasks include transferring customers Collective Investments from one Independent Financial Adviser to another, updating IFA commission accounts, dealing with queries from our Call Centre and other commission queries. I have been involved with training our call centre on how to check for commission information for IFA's and customers.

January 2005 to April 2005	City of York Council, Benefits support team Administrative Assistant Work included dealing with customer's benefit forms and associated evidence, making sure they were returned promptly to the customer, making sure they were scanned and indexed onto the system, updating various spreadsheets used for statistical purposes, collected mail out.
September 2004 to November 2004	Pesticide Safety Directorate (PSD), York Administrative Assistant Work included booking staff onto training courses, updating Learning and Development website, ordering specialist equipment for staff, and other duties as required.
November 2003 to September 2004	Department for Environment Food and Rural Affairs (DEFRA), York Administrative Assistant Provided project support to the Livestock Register Project, work included filing, arranging meetings (room bookings and liaising with delegates). Responsible for team's procurement (involved carrying out all purchasing and expenditure monitoring for the team). Arranging teams travel and hotel bookings and other duties as required. I have attended various training course while there including ones on Interpersonal skills and Team Building.

COMPUTER SKILLS

I am experienced at using and maintaining PCs including word-processing, spreadsheets and the internet. I have a basic understanding of programming and a desire to learn more. I am familiar with HTML, CSS, PHP, MySQL and web design. I have redesigned and expanded the Arnold and district camera club website <http://www.arnoldanddistrictcameraclub.org.uk>