**Michael Bailey**

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## Personal Profile

I am an adaptable and well-organised professional who is quick to learn new skills. I can show initiative in solving problems and have worked independently or as part of a team. I have strong project management and IT skills, combined with a flexible attitude to task management. I get on well with people at all levels and easily establish good working relationships.

## Recent Achievement

In 2011 I was a key member of the project team which introduced a new IT system and network to the Reading General Hospital. This involved working closely with the Project Manager and the rest of the team to install the new network and systems, designing training materials and conducting training sessions for staff and dealing with any problems or issues in the implementation of the system and network. This work involved adherence to strict deadlines to ensure that the new system went ‘live’ on schedule.

## Work Experience

**Feb 2009-Present** **Network Supervisor** ***Reading General Hospital***

Main duties

* Maintaining the local area network (LAN)
* Assessing the network’s requirements
* Designing plans to meet these requirements
* Ensuring compatibility with other computer systems
* Supervising technical staff
* Managing network growth and development

**Sept 2006-Feb 2009** **IT Support Technician** ***Reading City Council***

Main duties

* Talking to staff to obtain details of faults
* Identifying reasons for faults and explaining them to staff
* Fixing equipment, including printers and scanners
* Upgrading existing equipment and systems
* Testing and servicing equipment
* Training staff on new systems and software applications
* Staffing the Helpdesk on a rota system

## Qualifications

**2006-2012** BSc ((Hons) Computing & IT

Modules included:

* Cisco Networking
* Developing Concurrent Distributed Systems
* Software Engineering
* Technologies for Digital Media

***The Open University***

**2006** Three A-level passes in ICT (B), Mathematics (C), Geography (C)

Two AS level passes in History (C), General Studies (B)

***Reading Sixth Form College***

**2004** Nine GCSE passes (grades A–C) including English, Mathematics,

Science, ICT, Design Technology, History and Geography

***Kings School, Reading***

## Additional Information

* I have a current first-aid certificate.
* I have a full, clean driving licence.

## Activities and Interests

I enjoy nature walks and am secretary of the local Ramblers’ Association. I also enjoy SCUBA diving and canoeing.

## References

Available on request