Jak Kirkland

CURRICULUM VITAE (CV)

Mobile:
07835418571

Email:
Mail@Jakkirkland.co.uk

Experience

2024 - 2024

IT Consultant (Part-time 3 month temporary contract)

Location: Phillips Solicitors - 6 Wood Street, Mansfield, NG18 1QA

- Streamlined Document Creation: Designed advanced LibreOffice court proformas with automated fields, reducing administrative workload and improving accuracy.

- Efficient Cyber Essentials Audit: Conducted detailed hardware and software inventories, optimising the process through VBA scripting and proposing scalable PowerShell solutions.

- User-Friendly IT Tools Development: Created fillable PDFs and editable templates, enhancing legal document flexibility and supporting day-to-day operations.

- IT Project Implementation: Led system audits and updates, ensuring compliance with Cyber Essentials certification while maintaining clear communication with stakeholders.

2023 - 2024

VKS Deployment Engineer (Job Description Change)

Location: Glenair - 40 Lower Oakham Way, Mansfield NG18 5BY

- Optimised Mass PC Deployment: Automated hardware and software setups using tools like HP BCU, Windows Sysprep, and PowerShell, enabling over eight PC deployments daily with consistent configurations.

- Streamlined Asset Management: Revamped naming conventions and device tracking processes, eliminating inefficiencies and ensuring scalability for future growth.

- Efficient Shopfloor System Integration: Led IT hardware and software deployments for the VKS shopfloor system, improving workflows and reducing disruption.

- Enhanced Deployment Processes: Implemented scalable automation strategies, accelerating time to market and reducing lead times through proactive audits and efficient scheduling.

2021 - 2023

IT Support Assistant

Location: Glenair - 40 Lower Oakham Way, Mansfield NG18 5BY

- Optimised Stock Room Efficiency: Revamped inventory management and reorganised layouts, cutting downtime and enhancing accessibility to critical components.

- Cost-Effective Hardware Upgrades: Spearheaded refurbishment projects that saved over £585,000, transforming outdated systems into high-performing assets.

- Streamlined IT Support Processes: Delivered first- and second-line IT support, resolving issues promptly and maintaining smooth system operations through proactive troubleshooting.

- Enhanced User Support and Training: Provided technical guidance and set up IT systems, improving user experience and fostering productivity through effective training and documentation.

Skills

Additional Strengths & Interests

- Analytical Problem-Solving (Current Involvement): Skilled in researching complex topics and applying insights to improve efficiency and adapt to changing circumstances in professional settings.

- Discipline & Resilience (Past & Current Involvement): Built through training in martial arts and weighted calisthenics, fostering perseverance and mental toughness in both personal and professional challenges.

- Strategic Thinking & Leadership (Past Involvement): Developed through leadership roles in the Combined Cadet Force, enhancing tactical decision-making and teamwork under pressure.

- Teamwork & Initiative (Past Involvement): Strengthened through collaborative experiences at The Mill Adventure Base Club, promoting proactive problem-solving and teamwork.

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Education

2024

Prince 2

Location: Online ILX

These are extra certifications I am studying to enhance my exciting knowledge as well as to shorten my college degree length via credit stacking:

- PRINCE2 7 Edition Foundation

- PRINCE2 7 Edition Practitioner

2026 - 2024

Diploma Of Higher Education In Computing & IT And Business

Location: Open university

Start date: 05 October

- Pursuing a Level 5 Modular Online Course: Equivalent to the first two years of a university degree, focusing on Business and IT.

- Current Modules: TM111/TM112 (Computing & IT) and B100 (Business & Management), with pathway options in year two.

2020 - 2021

Level 3 Cambridge Extended Technical Diploma In IT (Digital Technician Pathway)

Location: West Notts College

Grade achieved: Distinction-Merit-Merit

- Technology & Systems: Cloud Technology, Cyber Security, Systems Analysis and Design, Enterprise Computing, Virtual and Augmented Reality.

- Innovation & Management: Cognitive computing, project management, developing a smarter planet, and the Internet of Everything.

2019 - 2020

Level 3 Cambridge Technical Diploma In IT

Location: West Notts College

Grade achieved: Distinction-Merit

- Core IT & Systems: Fundamentals of IT, Computer Systems (Hardware), Computer Systems (Software), IT Technical Support.

- Networking & Development: Global Information, Computer Networks, Product Development, Mobile Technology.

2013 - 2018

GCSEs

Location: English completed at West Notts College

All other GCSEs where completed at Samworth Church Academy

- English Language: 4 (Equal to a Lower C)

- Mathematics: 5 (Equal to a Lower B or High C)

- Combined Science: Trilogy (Double Award Course): Two 5s (Equal to a Lower B or High C)

- Information & Communication Technology: B

- Level 1/2 Cambridge National Certificate Creative Imedia: Distinction at Level 1

- Design & Technology: Graphic Products: D