

## CURRICULUM VITAE (CV)

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- **Cost-Effective Hardware Upgrades:** Spearheaded refurbishment projects that saved over £585,000, transforming outdated systems into high-performing assets.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

### Additional Skills & Interests

Analytical Thinking, Leadership, and Resilience

- **Analytical Problem-Solving:** Skilled in researching complex topics, identifying patterns, and applying insights to improve efficiency (Current involvement).
- **Discipline & Resilience:** Built through martial arts (Past involvement) and weighted calisthenics (Current involvement), fostering perseverance and mental toughness.
- **Strategic Thinking & Leadership:** Refined via the Combined Cadet Force, enhancing tactical decision-making and teamwork (Past involvement).
- **Teamwork & Initiative:** Strengthened through collaborative challenges at The Mill Adventure Base Club (Past involvement).

## Education Past & Present

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

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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

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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

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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

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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 Media: Distinction at Level 1
- Design & Technology: Graphic Products: D

[Click here to view syllabuses](#)