Mobile:
07835418571

Jak Kirkland

CURRICULUM VITAE (CV)

Email:
Jak.kirkland@hotmail.com

Work Experience

2024 - 2024

IT Consultant (Part-time 3 month temporary contract)

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

I have analysed, planned, and implemented IT projects at Phillips Solicitors, including conducting audits and updating systems to ensure compliance with Cyber Essentials certification requirements. I have designed and created user-friendly court proformas using Microsoft Word, incorporating features such as date pickers and drop-down lists. The final task will be to optimise the company website to enhance its functionality and user experience. I regularly update stakeholders on project progress, designs, and costs, ensuring clear communication and attention to detail. As these projects are near completion, I am seeking a part-time position that will allow me to use my administration, customer communication, and organisational skills while continuing to develop professionally in a collaborative office environment.

2023 - 2024

VKS Deployment Engineer (Job Description Change)

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

As a Deployment Engineer at Glenair, I led the upgrading of the shop floor system to an application-based process using VKS, ensuring smooth integration with minimal disruption. I managed IT hardware and work instruction software deployment, collaborating with stakeholders to define project requirements and maintain strong professional relationships. My responsibilities included organising deployment schedules, planning maintenance infrastructure, and communicating progress and delays to clients and the project board. Additionally, I optimised deployment processes, resulting in increased efficiency and reduced lead times, while implementing strategies to accelerate time to market. I also conducted audits to ensure the optimal functionality of deployment processes and stock intake.

2021 - 2023

IT Support Assistant

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

I was hired as a trainee at Glenair after completing my Level 3 education and later transitioned into a full IT support role after gaining hands-on experience. In this position, I provided hardware and software support, resolving first- and second-line issues in person and remotely. I was responsible for supporting day-to-day IT operations, troubleshooting, and maintaining IT systems to ensure smooth functionality. Additionally, I assisted with setting up IT equipment, provided technical training to end users, and kept detailed documentation of support activities and asset management. I also efficiently managed user account setups and system configurations, ensuring accuracy and attention to detail in all administrative tasks.

Hobbies And Interests

Current

Current

I enjoy exploring complex topics through analysis and research, uncovering patterns, and cross-referencing information to gain deeper insights. This curiosity drives me to understand diverse viewpoints and how systems function, enhancing my critical thinking and adaptability. I am also passionate about weighted callisthenics, which challenges me to push my physical and mental limits. In the future, I plan to take up hobbies like chess or public speaking to develop my strategic thinking and communication skills further.

Past

Past

My past hobbies have significantly shaped my skills and values. Participating in The Mill Adventure Base Club taught me the importance of teamwork and collaboration. Training in Taekwondo, Brazilian Jiu-Jitsu, Kendo, and Fencing developed my discipline and strategic thinking. At the same time, my involvement in the Combined Cadet Force (CCF) fostered leadership skills, instilling a strong sense of initiative and responsibility.

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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 - 2024

Diploma Of Higher Education In Computing & IT And Business

Location: Open university

Start date: 05 October

The modular online course that is equivalent to first two years at university degree (level 5) that teaches me business and IT. This is first year the modules I am doing is TM111 Introduction to computing and information technology (Two units 1 and 2), B100 An introduction to business and management. In year two I will chose one pathway either Communications and networking, Computer science, Software development, Web development.

2020 - 2021

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

Location: West Notts College

Grade achieved: Distinction-Merit-Merit

The modules included on the course were: Cloud Technology, Cyber Security, Systems Analysis And Design, Enterprise Computing, Virtual And Augmented Reality, Cognitive Computing, Project Management, Developing A Smarter Planet, Internet Of Everything.

2019 - 2020

Level 3 Cambridge Technical Diploma In IT

Location: West Notts College

Grade achieved: Distinction-Merit

The modules included on the course were: Fundamentals Of IT, Global Information, Computer Networks, Product Development, Mobile Technology, Computer Systems (Hardware), Computer Systems (Software), IT Technical Support.

2013 - 2018

GCSEs

Location: English completed at West Notts College

All other GCSEs where completed at Samworth Church Academy

GCSES	
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
Religious Studies	3 (Equivalent to a D)

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