

MARK W. FIRTH

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SUMMARY

- Executive with scientific background and 4 years' experience in SME operations and strategy
- Extensive experience working with a diverse range of technology startups and scale-ups
- Industry knowledge in co-working, technology, venture capital, accelerator programmes

Finance	CT600 • VAT Returns • Xero Payroll • Reconciliations • Budgeting • Cash Flow • Profit & Loss
People	HR Administration • On/Off-boarding • Visas • OKRs • Quarterly Reviews • Handbook & Policy
Legals	Employment, Contractor, Supplier, Investment Agreements • Articles of Association • Resolutions
Admin	Companies House • Board Minutes • Company Register • Share Certificates • Insurance • G Suite
Events	Conferences • Meetups • Socials • Welfare • Venues • Promotion • Merchandise • Consumables
Office	Fire Marshal & First Aid at Work Qualified • Office Security • Network Management • Relocation

EXPERIENCE



DWYL | App Development Agency

London, UK

Chief Operating Officer

Jan 2017 – Dec 2017

- Liaised with clients and senior stakeholders to manage technical development of web and app projects
- Created an automated invoicing system for agency contractors, drastically improving operational efficiency
- Enforced trade mark rights to acquire dwyl.com and dwyl.co.uk and @dwyl handle, total cost only ~£250



Hack Partners | Innovation Consultancy Firm

London, UK

Head of Operations, Founding Partner

Jul 2016 – Jan 2017

Head of Operations

Apr 2016 – Jul 2016

- Worked closely with a law firm to create a procurement framework for startup-TOC software and hardware trials
- Set up a Tier 5 intern scheme, acquired a Tier 2 license and successfully sponsored two international candidates
- Organised the HackTrain Conference and HackTrain Accelerator featuring 11 technology startups and scale-ups



Entrepreneur First | Venture Capital Firm & Management Consultancy

London, UK

Operations Manager

Sep 2015 – Mar 2016

- Managed investment operations for 33 startups - transferred funds and created over 500 legal documents
- Successfully completed over 30 visa applications including Tier 1 Entrepreneur, Tier 1 Exceptional Talent
- Organised high-profile events including the accelerator Demo Day attended by over 300 top seed investors



University of Oxford | Widening Access Summer School Programme

Oxford, UK

Operations Manager & Academic Mentor

Jul 2012 – Aug 2015

- Managed college sites with teams of 4 staff and 50 residential students on the summer school programme
- Trained in child safeguarding; successfully managed a number of sensitive incidents requiring pastoral care
- Mentored students about the university's application processes and the academic content of the courses

EDUCATION



Smartly School of Business

smart.ly

Master of Business Administration - MBA

Feb 2018 – **present**

Business Foundations • Accounting • Markets & Economies
Data & Decisions • Leading Organisations • Marketing & Pricing
Finance • Supply Chain & Operations • Strategy & Innovation



Udacity Google Web Scholarship Programme

udacity.com

Mobile Web Specialist Challenge Scholar

Nov 2017 - Feb 2018

Offline First • Service Workers • IndexedDB • Caching • ES2015 Syntax
Polyfills • Destructuring • Iteration • Arrow Functions • JavaScript Classes
Symbols • Sets • Maps • Promises • Proxies • Generators • Transpiling



Founders & Coders

London, UK

Full Stack JavaScript Web Development

Jan 2015 - Mar 2015

HTML • CSS • JavaScript • Git • GitHub • Jekyll • Markdown
Guardian API • Twitter API • Instagram API • Node • Hapi • D3



University of Oxford | St Edmund Hall

Oxford, UK

BA (Hons)

Cell and Systems Biology

Oct 2011 - Jun 2015

Major

Cardiovascular, Renal and Respiratory Biology

Minor

Cellular Physiology and Pharmacology

Research Project

Varying enzymatic digestion to improve pancreatic islet isolation yield and clinical outcomes for type-1 diabetes

Extracurricular Experience



Oxford University Student Union

Oxford, UK

Medical Sciences Division Representative

Oct 2013 – Jun 2014



Oxford Entrepreneurs

Oxford, UK

Executive Committee

Oct 2013 – Mar 2014



Oxford University Sports Federation

Oxford, UK

OUdbC Founder, Treasurer, President, Captain

Mar 2013 – May 2014

Finance Executive

Jan 2013 – Dec 2013



Oxford University Society of Biomedical Sciences

Oxford, UK

Founder, Treasurer, President

Jan 2013 – Mar 2014