

# Neil Allen



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Eastbourne BN21 2BG

## Personal statement

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Highly motivated and possessing well developed transferable skills, currently looking to embark in a new direction after taking a career break to look after my Son, who has Autism.

I possess excellent administrative skills, thorough knowledge of all Microsoft Office programs and with a positive can-do attitude.

During Covid 19, I volunteered as an NHS responder and vaccine steward clocking up in excess of 3500 hours and in 2021, I assisted with the Census 2021 project, visiting households in Eastbourne.

I've also been involved in repairing PCs and laptops on an ad-hoc basis and recently, drafting professional documentation for a local guardianship company.

I'm now eager to rejoin the workplace on either a part or full-time basis. A quick learner so, whatever direct industry experience I lack, I feel confident I can quickly acquire, utilising my meticulous attention to detail, and friendly, professional manner.

I feel my existing skillset would be an asset in any role but I equally look forward to new experiences and learning new skills.

## Key Skills

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- ✓ Fully IT literate.
- ✓ Highly developed active listening skills.
- ✓ Cooperative team membership style.
- ✓ High level of personal initiative.
- ✓ Good time management.
- ✓ Well-developed team leadership/management.
- ✓ Strongly developed written and oral communication.
- ✓ Experienced in presentation delivery.
- ✓ Strongly developed customer awareness and service.
- ✓ Strong transferable skillset.
- ✓ Highly developed problem-solving.
- ✓ Creative and critical thinking.
- ✓ Personal and team management.
- ✓ Extensive leadership experience in teams from 2-50.
- ✓ Strong project management.
- ✓ Attention to detail.

## Education

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- 5 GCE O levels (Including English/Maths)
- 2 GCE A levels
- Post Graduate Certificate in management (Brighton)
- Prince II Project Management – Pass at Practitioner level
- ITIL V3.0 – Pass at Practitioner level
- Autism and Makaton Introduction
- Agile Project Management – Pass at Practitioner level
- Fellow and Chartered IT professional of British Computer Society (FBCS, CITP)
- NCFE Level 2 Award in Mentoring
- Understanding Autism (Hastings)

## Employment History

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### **Primary Carer for Son with Autism**

**2019 -Present**

- ✓ Primary carer for my son to enable my wife to return to her career.
- ✓ Driving my son to/from school in Hastings until July 2023.
- ✓ My son is now 11 and attends a specialist school in Eastbourne.
- ✓ Ad-hoc contract (IT) work

### **Volunteer NHS responder**

**May 2019 – Feb 2022**

Over 3500 hours logged as:

- ✓ Responder.
- ✓ Remote telephone support.
- ✓ Vaccine steward.

### **Census Officer**

**Mar 2021 – Apr 2021**

Office of National Statistics

### **Director of IT**

**Mar 2002 – Mar2019**

Shrewsbury School, Shrewsbury  
Lancing College, Lancing, West Sussex  
The Royal School, Haslemere, Surrey  
Moir House Girls School, Eastbourne

### **Company Director**

**1999 – 2002**

#### **WYSIWYG**

(Training, Hardware sales, support and networking services to the General Public and Local Businesses.)

### **Corporate Business Systems Admin and Project Manager**

**1998 – 2005**

London Borough of Camden, London (part-time from 2002)

### **Software Developer (Contract & Permanent)**

**1982 - 1998**

Mondial Assistance Ltd, Croydon,  
Application Development Manager, BMW, Lloyds, VW, Suzuki.  
Northstar Management Services  
Vodafone  
The AA  
The Household Mortgage Corporation (Abbey National)  
Dental Practice Board      System Designer & Project Leader  
New dental contract and dental payments.  
Contract Programmer      Yorkshire bank: - personnel/payroll systems  
Ringways (Ford) - Vehicle Sales system.  
Inland Revenue,      Telford & Yorkshire, TOHG,  
Schedule D Investigator  
Programmer and Systems Designer  
Unilever, West Yorkshire, Computer Operator/Senior Computer Operator

### **British Army**

**1979 - 1982**

Upon leaving the Army, I served with the Territorial ARMY for a further 9 years.

(Detailed employment details available upon request)

## References

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Available upon request.