

# Paul RJ Mellors

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## Objective:

Seeking a position within the IT industry to utilize my skills and abilities. Able to use own initiative and work as part of a team.

## Skills and Education:

### Linux

Redhat, Centos, Debian, Ubuntu, DNS/Apache various Open source CMS systems, wordpress/joomla

### Windows

Windows server, Windows 7/10/11, Office 365, Active Directory DNS applications and tools.

### Colonel Frank Seely Comprehensive School - 1983 - 1989

4 GCSEs including Math, English, Physics, Chemistry and Information technology

## Experience:

### The Health Store: IT Manager – 2017 – Present

Responsible for the IT team and Infrastructure within the offices and warehouse.

Negotiation and purchasing of new assets.

Installation and Configuration of Server Technologies Physical and

Virtual Maintenance of HR Systems Including T&A and Payroll

Maintenance of Telephone System

Maintenance of the Company's website.

### The Health Store: System Administrator – 2014 – 2017

Responsible for all company infrastructure and IT equipment for the company.

Servers/Desktops/Phone System, company website.

### Heart Internet: Team Leader – 2011 - 2014

Responsible for all support staff with the customer services manager, managing rotas, holidays. Dealing with complaints that require management intervention.

Support training. I'm also one of the office first aiders.

**Heart Internet: 2<sup>nd</sup> Level Technical Support - 2006 - 2011**

Responsible for supporting 1<sup>st</sup> Level support staff within the company, providing solutions or advice for any customer queries or technical issues which they are unable to resolve. Company runs numerous Red Hat and Microsoft Windows Servers for web hosting purposes.

**Milford Associates Ltd – Office Manager - 2005 - 2006**

Responsibilities included: Running and maintaining the company's website. Updating and monitoring the companies, Web Server. Looking after a small team of part time staff I was responsible for Rota's, Pay and issuing of work for the day.

**Computerland UK Plc – Server Support Technician - 2000 - 2005**

Responsible for monitoring and maintaining customers windows servers using remote access software and monitoring systems.

**Medoc Computers Ltd - Technician - 1995 – 2000**

Responsible for installing, maintaining, and configuring the company's software. Installing EPOS hardware on customer sites.

**Mastercare PC Service Call – Technical Support - 1990 - 1995**

Responsibilities included providing telephone technical support, Business server support, engineer support and internal systems support.

**IBM – Youth training scheme - 1989 - 1990**

Working within various departments during the year included Stores, hardware maintenance and installation and engineer support.

**Personal Interests.**

I am a keen amateur photographer.

I indoor climb at the local climbing gym at weekends.

*References available upon request.*