

# Phil Burrows

## Contact

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## Employment

**April 2008 to Present Birmingham Friends of the Earth**

### **General Manager**

Plan, direct, or coordinate the operations of Birmingham Friends of the Earth. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, including responsibilities too diverse and general in nature to be classified in any one functional area of management or administration. Therefore, i've covered areas such as personnel, purchasing, engineering and administrative services.

**Oct 2007 to April 2008 Moseley CDT**

### **Green Doctor Project Officer**

Researched energy saving grants, setup referral partnerships, targeted marketing to fuel poor, managed staff, procured materials, managed appointment system for Green Doctors and clients, researched external project funding, developed a pitch for potential funders, managed the budget, reported back to line manager.

**April 2007 to Oct 2007 EBCEC**

### **Consultant, Trainer/Educator**

Researched renewable energy schemes, produced a 15 minute electronic presentation, wrote a script, organised a schedule of 15 sessions, made contact by phone, letter, email and in person with organisations, organised venues, facilitated sessions and discussion, collated feedback, wrote end of project report.

**July 2007 to present Birmingham Printmakers**

### **Web Designer, PHP Developer, Photographer**

Designed a beautiful website to raise the profile of the organisation, developed an accessible and easy to use content management system suitable for updating, made sure that the website conformed to W3C standards and all Disability Discrimination Act laws, responded to the client's brief intelligently and with consideration.

**August 2006 – July 2007 aia**

### **DTP/Graphic Designer/Mac Operator**

Worked for an award winning company for international clients, created and artworked adverts for publications in national and regional titles, including The Guardian, The Telegraph, The Daily Mail & the Birmingham Post & Mail, fulfilled projects from brief to presentation.

### **May 2006 – August 2006 Tropicana Health**

#### **DTP/Graphic Designer/Mac Operator/E-mail Designer**

Developed both the software and design to capture e-mail addresses and send monthly updates on products, kept a web site updated with promotional material, kept information on available stock in line with the accountancy system, artworked a national monthly health magazine sold in most newsagents.

### **April 2005 – April 2006 Trader Media Group**

#### **DTP/Graphic Designer/Mac Operator**

Worked as part of a team that regularly won production bonuses for meeting targets, demonstrated flexibility by working overtime when required, provided support to admin and proof departments when required, provided support to colleagues with knowledge of processes and software.

#### **Summer 2004 Studio V**

#### **Graphic Designer, Rendering + Live Motion Assistant**

Developed work that won contracts from several firms, exported work to be incorporated in the firms website.

### **2003-2004 Term Time Ikon Café, Ikon Gallery**

#### **Waiter**

Delivered a customer service that created a rapport with the customer, provided a consistent service under pressure, demonstrated responsibilities in money handling, provided a flexible service to employer.

#### **2001-2003 Virgin Active**

#### **Waiter/Barman**

As above.

### **2001-2003 Forest Tavern**

#### **Waiter/Barman**

As above

### **1999-2001 Pertemps**

#### **Office administration**

Provided a customer service over the phone and in person, demonstrated abilities to work in an office environment, demonstrated abilities in office software.



# Voluntary Work

**2005-Present BFoE**

## **Campaigner and Strategy Committee Member**

Designed and developed website, art directed and setup procedures for newsletter, chaired, facilitated and minuted campaign meetings, developed and rolled out successful campaigns, motivated and inspired others, became involved in local and national campaigns.

**2005-Present BFoE**

## **Management Committee Member**

Attended business planning away day, submitted proposals on governance, building, finance and planning, took critical decisions on the organisations future, created an asset management plan, created marketing plan, researched contingency planning.

# Education

**2002-2006 Birmingham School of Architecture**

**Birmingham**

Studied B(Arch) Architecture.

**2<sup>nd</sup> Semester 2003 Technical University Graz**

**Graz, Austria** Completion of 4 modules in digital (graphic) methods, a design project, an experimental building project, and a woodworking project.

**1998-2000 Solihull Sixth Form College**

**Solihull**

Obtained A-levels in maths (D), physics (C) & design technology (D).

**1993-1998 Alderbrook Secondary School**

**Solihull**

Obtained 10 grade (A-C) G.C.S.E's.

# Training

**February 2008 urHip Training**

**London**

Trained in domestic energy assessment, modeling heat loss from building, costing energy loss, environmental impact of heat sources.

**2007 Untangling Governance & Trust E Learning**

**Birmingham Voluntary Service Council Seminars**

Received training in trusteeship, leadership, roles & responsibilities, complying with the law, building an effective board, good governance, business planning, effective meetings, financial management, people management and evaluation and quality.

**2007 PHP Architect**

## Web Seminars

Studied PHP Essentials, PHP Certification and PHP Professional Programming.

# References

## Tony Thapar - Manager

Moseley Community Development Trust  
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## Richard Bickle – Company Secretary

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