

Curriculum Vitae

Alan Graham
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Profile:

I am an enthusiastic individual who is looking for a challenging and exciting new role where I can apply both my existing skills and develop and learn new skills. I enjoy working within a team, also I am able to work on my own initiative, appropriately prioritising tasks based upon set goals. I am looking for a change of career path and something a little closer to home so I can concentrate on moving forward in life.

Key Skills:

I am fluent with the majority of computer software packages available on the market today including: Adobe Photoshop, Adobe Dreamweaver, Adobe Illustrator, Microsoft Office, Microsoft Windows XP – Server 2008R2. I can adapt to any new system quickly and with ease. I am not afraid to take the best course of action to achieve my goals.

Work Experience:

June 2010 – Present

Self Employed

I am currently self-employed running a website development business and providing Networking support to companies in the south east. I specialise in bespoke systems and configuring networks using the latest technologies for Small Medium Enterprises (SME's). I have experience using Apple Leopard Server, Windows Server 2000 – 2008r2, Windows 7, Exchange 2003-2010. I configure networks from scratch as well as bolt on components to existing setups. I am not afraid to try new ideas to get the most from any network or website that I work on.

Sep 2008 – June 2010

Canterbury Cathedral

Initially I was posted at Canterbury Cathedral as an AV Technician within the I.T Department. This meant supporting the Audio Visual side of events inside the Cathedral, Lodge and Study Centre. This support role generally included setting up lighting and audio for presentations and conferences that corporate clients held within the Auditorium. My role changed in January of 2009 to become the Cathedral's Web Master. This role involved Administering and Updating the Cathedral's Websites, working closely with the Web Content Manager and all of the Cathedral's Departments for website changes and improvements. Working as a Web Master has advanced my Adobe Photoshop Skills (and skills within Illustrator, Flash and Adobe Acrobat Pro). It has also given me a chance to develop a new Intranet for the Cathedral using Windows SharePoint Services.

Secondary to my Web Master tasks I was required to deal with 1st through to 3rd line support tasks. This involved telephone support as well as on site visits in and around the cathedral.

Jun 2006 – Dec 2006

HomeInspectors.co.uk, Ramsgate

I.T Technician

While at HomeInspectors.co.uk I was given tasks to perform on the main network, this included working with other members of the team to solve problems with the network, and implement the solutions within the proposed time period. While in the department I implemented a full network solution, using Microsoft Windows Small Business Server 2003 With Exchange 2003 and ISA Server 2004. After designing and building the network I was given the task of constantly analysing and evaluating the existing network infrastructure and improve it based upon specification and company change. This included producing network diagrams and then basic budgeting proposals to provide to my manager. In addition to my hardware based roles I was required to develop database driven web applications using PHP (Hypertext Pre-processor) and the database application MySQL with team members within the department, usually this was for registration forms on the websites maintained by the department and retrieval of the data collected by these forms. During the last few months of my employment I was heavily involved in moving equipment to new premises, this included budgeting for new equipment and ordering from our suppliers.

Education:

Sep 2007 – Feb 2009

Canterbury Christ Church University, Studying a BSC honours in Computer Science

I started studying my degree in 2007 and received an overall 70% in my first year. Due to family issues I had to discontinue my course and left with a certificate in education

Sep 2004 – Jul 2006

Thanet College, Studying a BTEC National Diploma for I.T Practitioners

While at Thanet College I was required to compile a project known as an IVA (Integrated Vocational Assignment), this required me to work on my own initiative and complete the given tasks. This involved researching the potential projects, and then compiling the information into a structured report meeting the requirements set out in the brief given to us.

In addition to the IVA, I was also required to participate in group projects, one of these projects required a computer network to be installed, configured and tested. This project placed me at the head of a small team and I had to assess and organise the projects time scale and distribute tasks to other team members based upon their skills and abilities. The majority of other projects during the course placed me at a peer level with my team members (3-5 members per team), and we were required to complete given tasks that usually created part of an assignment that had been issued. Working in this situation meant understanding the task given, and collaborating with the team to produce results that earned distinction criteria within the assignments.

Final Course Grade: D-D-D and Key Skills English Level 2

A Breakdown of the grades achieved in both year one and two of the course can be provided if required.

Sep 2001 – Jul 2004

The Hereson School for Boys

Level – GCSE

Science Double Award – BB – 2004

Statistics – C - 2004

History – C – 2004

ICT Double award – CC – 2004

Maths – C – 2003

Religious Education – D – 2004

Design Technology – D – 2004

English – D – 2004

English Literature – E – 2004

Hobbies:

Reading

I enjoy reading and spend most of my free time with a science fiction or fantasy book in hand, and have read books such as the Lord of the Rings Trilogy by J.R.R Tolkien, and His Dark Materials by Philip Pullman

Promoting Bands and Live Sound Engineering

Recently I have become a part of a small and currently non profit group who promote bands in the Thanet area. In addition to band promotion I currently am a live sound engineer at several venues in Thanet, as well as touring with bands as a FOH / Stage Engineer.

References:

Personal and professional references can be provided when needed.