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P E R S O N A L I N F O R M A T I O N

MARITAL STATUS: DIVORCED  
NATIONALITY: BRITISH  
D.O.B: 21<sup>ST</sup> OCTOBER 1958

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E M P L O Y M E N T

**OTUS I.T. Ltd.**

2000 -

FREELANCE TRAINER & CONSULTANT, DIRECTOR OF OWN COMPANY.

TRAINING IN MICROSOFT OFFICE, C++ (INTRODUCTORY TO MFC & ADVANCED), VISUAL BASIC (INTRODUCTORY TO ADVANCED), C (INTRODUCTORY TO ADVANCED), C# .NET (INTRODUCTORY TO ADVANCED) AND VB .NET (INTRODUCTORY TO ADVANCED) OFFERING TRAINING IN MANY OTHER AREAS INCLUDING IBM MAINFRAME PROGRAMMING AND MICROSOFT PRODUCTS.

CONSULTANCY IN TRAINING NEEDS ANALYSIS AT A PERSONAL LEVEL & TEAM / DEPARTMENTAL / BUSINESS LEVEL, COMPETENCY ANALYSIS, PERSONAL DEVELOPMENT PLANNING, TRAINING COURSE DESIGN, TRAINING SELECTION COVERING A WIDE VARIETY OF TRAINING METHODS INCLUDING CBT, DISTANCE LEARNING, COACHING & TRADITIONAL CLASSROOM TRAINING, TRAINING EVALUATION FROM POST COURSE EVALUATION TO ROI BUSINESS BENEFIT EVALUATION. NVQ ASSESSOR D32 / D33.

**Experian Ltd**  
Nottingham

1996 - 2000

TECHNICAL TRAINING & DEVELOPMENT SPECIALIST.

MANAGEMENT OF THE COMPLETE TRAINING CYCLE FROM TRAINING NEEDS ANALYSIS THROUGH PROJECT PLANNING, CREATION OF TRAINING MATERIALS, DELIVERY OF COURSES AND EVALUATION.

TRAINING ADVISOR ROLE – ADVISING ON TRAINING TO MANAGEMENT AT ALL LEVELS WITHIN THE COMPANY.

NVQ D32 / D33 ASSESSOR.

EVALUATION OF TRAINING MATERIALS.

MULTIMEDIA TRAINING EVALUATION, MANAGEMENT & DELIVERY.

RECRUITMENT & SELECTION.

SKILLS: STRONG VISUAL BASIC VERSION 6, STRONG VISUAL C++ VERSION 6 INCLUDING MFC, STRONG MICROSOFT OFFICE, STRONG SOFTWARE DESIGN & TESTING, STRONG COBOL IN AN IBM ENVIRONMENT, MEDIUM JCL & MVS – TSO, STRONG PROBLEM DETERMINATION & ANALYSIS SKILLS, STRONG INTERPERSONAL SKILLS, STRONG COMMUNICATION SKILLS, STRONG PEOPLE & PROJECT MANAGEMENT SKILLS.

## **Alliance & Leicester Building Society**

1989 - 1996

Leicester

SYSTEMS PROGRAMMER.

PROVISION OF COMPUTING SYSTEMS ON THE SOCIETY'S UNISYS MAINFRAME COMPUTING ENVIRONMENT TO MEET THE PROCESSING OBJECTIVES OF THE SOCIETY.

OUT OF HOURS COVER FOR SYSTEM SOFTWARE AND APPLICATION SOFTWARE.

SOFTWARE EVALUATION.

SYSTEM PERFORMANCE ASSURANCE, BENCHMARKING & TESTING.

TRAINING SYSTEMS PROGRAMMERS.

SKILLS: UNISYS SYSTEMS PROGRAMMING, PROBLEM DETERMINATION & ANALYSIS, COBOL, C

## **Leicester City Council**

Leicester

1988 - 1989

SYSTEMS PROGRAMMER.

PROVISION OF COMPUTING SYSTEMS FOR LEICESTER CITY COUNCIL IN AN IBM MAINFRAME ENVIRONMENT.

SKILLS: IBM 370 SYSTEMS PROGRAMMING INCLUDING CICS, PROBLEM DETERMINATION & ANALYSIS

## **COMSHARE LTD**

Leicester

1982 - 1988

APPLICATION PROGRAMMER.

WRITING COMPONENTS OF A DECISION SUPPORT SYSTEM USING PASCAL.

SKILLS: APPLICATION PROGRAMMING, PROBLEM DETERMINATION & ANALYSIS

## **SUMMARY**

I HAVE BEEN INVOLVED IN IT SINCE LEAVING FURTHER EDUCATION. THE JOBS THAT I HAVE BEEN INVOLVED IN HAVE GIVEN ME A BROAD RANGE OF EXPERIENCE IN MANY ASPECTS OF THE INDUSTRY FROM DEFENCE TO MARINE, BANKING TO HEALTH, ACADEMIC TO NUCLEAR. I HAVE A GOOD WORKING KNOWLEDGE OF A NUMBER OF COMPUTER LANGUAGES INCLUDING COBOL, PASCAL, ALGOL, VISUAL BASIC, C++ AND A BACKGROUND KNOWLEDGE OF OTHERS INCLUDING C, FORTRAN, PL/1 & OBJECTSTAR. I HAVE AN EXCELLENT KNOWLEDGE OF CURRENT TECHNOLOGY AND AM CONTINUALLY UPDATING MY SKILLS.

AFTER TAKING UP MY FIRST TRAINING ROLE I FOUND THAT MY PARTICULAR STRENGTHS LIE IN DEVELOPING OTHER PEOPLE BOTH THROUGH THE DIRECT APPROACH OF INSTRUCTOR LED TRAINING AND THROUGH THE INDIRECT APPROACH OF TRAINING ADVISOR.

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E D U C A T I O N

**Leicester Polytechnic**

*1978- 1982*

Leicester

BSc COMPUTER SCIENCE

**Charles Keene College of Further Education**

*1977- 1978*

Leicester

CITY & GUILDS CERTIFICATE IN BASIC COMPUTER PROGRAMMING

**Alderman Newton's Grammar School**

*1970- 1977*

Leicester

O LEVEL MATHS, PHYSICS, CHEMISTRY, ENGLISH

A LEVEL MATHS

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R E F E R E N C E S

REFERENCES CAN BE SUPPLIED ON REQUEST.