

# Aaaaaaaa Aaaaaa

99 Aaaaaaa Aaaaa, Aaaaa, Aaaaaaaaa, England, United Kingdom, AA1 1AA  
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Driving License: Full, Clean  
Date of Birth: 99/99/9999  
Nationality: British

## Profile

Positive and proactive professional combining strong business acumen with extensive experience of working in demanding customer facing and target driven environments. Exceptional skills within communication and negotiation to develop positive internal and external relationships and to influence critical decisions. A strong academic background has served to develop a unique range of skills including research and analysis and a creative approach to solving the most complex problems and issues. Specializes in identifying and maximizing new opportunities to exceed expectations and business objectives within the most pressurized and competitive working environments.

Working cross-functionally within a customer focused environment, maintaining the delivery of effective IT technology and projects. Interests within E-learning, ERP, Project Management and Financial IT.

## Key Skills

MS Office including Excel & Access, MS Project & Visio, SQL, Java, XML, UML, XHTML, CSS, JavaScript, PHP, MySQL, E-Commerce, Certified in Project Management & Administration, customer liaison and business management.

## Summary of Skills

- Training in leadership and resource management
- Excellent communication, organisation, and presentation skills
- Excellent technical and analytical skills with ability to handle multiple tasks
- Hardworking, reliable, goal oriented and a team player
- Planning and organisational skills
- Logical approach and ability to analyse and resolve technical problems
- Good written and verbal communication skills
- Extensive knowledge of MS Word, Excel, PowerPoint and Access
- Enjoy the challenge of learning new skills and implementation of new ideas
- Visiting other countries and exploring cultures

## Employment

Aaaa 20XX– Present

### Senior Systems Administrator Education & Skills Training – Aaaaa

IT application support and management. Online based software and information systems. Learner and staff information handling. Reporting to centre manager via written reports and meetings as well as conducting presentations with learner's at induction stages. Closely liaising with system developers, administration staff and students, delivering learning content and support to over 25,000 learners at a distance and in-centre.

## Education

20XX-20XX

### MSc Business Information Systems, Aaaaaaaaaaaaa (University of London)

This postgraduate degree provided me with the right balance of specialist IT and management training; it has equipped me with the ability to combine these skills.

20XX-20XX

### BSc Computing & Information Systems, Aaaaaaaaaaaaa (University of London)

**Topic Included:** E-Commerce, Java Programming, UML, Computer Security & XML.

**Dissertaion Title:** E-learning Technology within the Universities

### Post Secondary Education

#### **A-Levels, Aaaaaaaaaaaaa College (20XX-20XX)**

Computing – A

Mathematics – B

Sociology – B

### Secondary Education

#### **GCSE, XXXXX School, London Borough of Tower Hamlets (19XX – 20XX)**

8 GCSE's A-C including Maths, English, Science, and ICT & Religious Education.

**Awards & Qualifications****Certified PRINCE2 Practitioner** June 20XX

Certification to prove my understanding of the PRINCE2 terminology and principles, as well as the ability to apply, analyse and evaluate the PRINCE2 method within given project situations.

**NVQ Customer Service Qualification** – covered everything from creating the right first impression to dealing with difficult or dissatisfied customers.

**European Computer Driving License** – allowed me to prove my competence and extensive knowledge of the Office applications including MS Word, MS Excel, MS PowerPoint and MS Access

Currently studying towards:

- Oracle Certified Database Associate
- Certified Information Systems Auditor (CISA)
- ITIL

**Hobbies & Interest & Volunteering**

Surfing the web, socialising, visiting cultural sites around the world and taking pictures. I volunteer for a local charity which works with disadvantaged young people.

**References**

Available Upon Request