

## Details & Information

Date of Birth: 3/3/1968

Marital Status: Married with 2 children aged 4 and 6

Driving Licence: Full

Since leaving college in, 1985, I have held various positions but I have mainly been involved with the Sales and Purchasing of Industrial Fasteners (Nuts, Bolts etc.), Tools and other industrial consumables. All of my past jobs have involved the use of computers for data input/order entry. I have also become involved with the installation and maintenance of PC's with a number of my employers.

For the past 17 years I have carried out various hardware repairs, upgrades and installed operating systems, anti-virus and firewall software etc., for employers, family, friends, and my own customers. I am also able to setup home networks, including wireless networks, with internet connection sharing. This encouraged me to return to college to gain a qualification as a computer engineer.

More recently, I have gained an NVQ2 in Graphics Design. I have always been an artistic person and, during my last job, I had the opportunity to design a full colour 32 page product guide along with an advert for the Yellow Pages. After being made redundant from that position, I decided to return to college and get the qualification in Graphics Design. I also hope to go on and get the NVQ3 Web Design qualification in the near future.

I already have experience in Graphics Software, including QuarkXPress, Adobe Photoshop & Illustrator and Paintshop Pro and I also have experience in using Dreamweaver, Word, Excel and many other applications.

Examples of my designs can be provided in person or viewed online. Further examples can also be seen via links on my website, including the full colour product guide and Yellow Pages advert designed for Orbital HS/Essex Fasteners. I created the website myself, using Dreamweaver.

## Hobbies & Interests

Learning and Self-Improvement, Graphics Design & Digital Art (Sci-Fi/Fantasy), the Internet, Computers and Technology, Music and Football.

## Education History

Sept 05 - Apr 06 South East Essex College (Central Graphics Academy) NVQ Level 2 Design Support

Jan 03 - Jan 04 South East Essex College - Southend

City & Guilds - Level 2 Diploma for I.T. Practitioners (ICT Systems Support) E-QUALS

1979 - 1984 Moorhill Secondary School - Southampton

'O' Level Art and Geography, CSE Mathematics, English, Biology, Woodwork, Chemistry

## Employment History

- October 2004 - Current                      Unemployed, due to redundancy
- April 2003 - October 2004                      Orbital HS/Essex Fasteners                      Wickford, Essex  
Position: Sales\* & Marketing/Promotion  
This position involved selling Fasteners, Tools and other Industrial Equipment as well as cleaning and hygiene products to local businesses over the phone and at the trade counter. It was here that I designed a Product Catalogue and Yellow Pages advert.  
Other duties included: Sales Representative, fastener purchasing, deliveries and warehouse work, computer repairs/upgrades.
- November 2002 - April 2003                      Unemployed, due to redundancy
- January 2001 - October 2002                      Abbott Fasteners                      Basildon, Essex  
Position: Telephone Sales\*/Sales Representative  
This role mainly involved the sale of Fasteners to other fastener companies nationwide along with a few local companies.  
Other duties included: Sales representative, fastener purchasing, warehouse work.
- November 2000 - January 2001                      Unemployed, due to release during trial period
- September 2000 - November 2000                      M. Price Ltd. (Glass & Aluminium)  
Position: Purchasing Manager  
Responsible for the running of the purchasing department and 3 staff. I was released during the trial period as I didn't have any knowledge of the glazing industry.
- April 2000 - September 2000                      Serco Ryan Ltd.                      Walthamstow, London  
Position: Sales Account Manager  
This role was mainly to look after the account of Eurotunnel, operating a JIT type delivery system to ensure the smooth running of their operation.  
I also purchased a wide variety of products on their behalf.  
Other duties: General fastener sales\* and purchasing.
- December 1994 - March 2000                      Serco Ryan Ltd.                      Romsey, Hampshire  
Position: Sales\*/Sales Account Manager  
Initially employed in a general fastener sales role, I later became a sales representative and then went on to be the account manager for Colt International of Havant, Hants running a JIT system.
- January 1986 - December 1994                      S.M.F. Stainless/Unifast                      Southampton, Hampshire  
Positions: I.T. Manager, Sales, Purchasing Manager, Warehouse Manager, Accounts  
Various position held with this small company due to length of time I was with them.

\*Note: Within all my sales roles I have always been very pro-active in cold-calling to find new customers. However, this has always been on a B2B basis.