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Personal Profile

An enthusiastic person with a flexible approach, equally comfortable working as a member of a small team or on my own initiative. As well as hardworking and reliable I have with excellent organisational skills. Skilled in both verbal and written communication and keen to make a positive contribution in the workplace.

Administration Skills

Excellent knowledge of office based computer programmes and systems
Capable of working with and compiling complex information clearly and accurately
Experience in producing high quality letters and documents for a variety of purposes
Proficient in updating records and databases quickly and precisely
Experienced in basic book keeping and treasury duties

Computer Skills

Highly trained in the use of a variety of applications and programmes
Able to carry out software installation and maintenance
Skilled in all aspects of website building, including Perl dynamic pages, SQL, etc.
Good understanding of computer programming using low and high level high languages

Interpersonal Skills and Attitude

Experience of working with groups of people to get a job done
Good record of time keeping and attendance
Excellent member of a small team
Experienced in obtaining positive results in difficult circumstances

Employment History

Process Operative

Batchelor Robinsons Metals & Chemicals Ltd, Hartlepool
Responsible for the efficient operation of a re-cycling tin plant
Carried out all duties in line with Health and Safety procedures

Process Operative

British Steel, Hartlepool
Carried out various duties in the final production of steel plate
Obtained City and Guilds qualifications in steel production

Education and Training

University Certificate in Advanced Professional Development with Merit
City and Guilds 7261/01 Information Technology
City and Guilds 212 Computers & Computing 1
City and Guilds 324 Microcomputer Systems Installation and Maintenance 2
City and Guilds 424 Using the Internet 2
OCR Cambridge Information Technology Certificate Global Communications (124) Module
City and Guilds 425 Computer Applications Programming with Distinctions
City and Guilds 726 Computer Programming

I have a high level of Information Technology skills and experience.

References available upon request