

# Gary R Woodward

## Personal Profile

Have a good level of Mathematical and Literacy skills with a keen eye for detail, also capable at maintaining records, operating equipment, public speaking and telephone communication. IT skills include programming computers, technical support, network administration and working with others. I am now a member of the Oxfam H&S Committee in my role as a shop volunteer.

## Key Skills

- Motivated
- Enthusiastic
- Organised
- Proof reading documents and code
- Constantly reviewing latest technology
- Works well with others as well as on own

## Computer Skills Summary

Conversant with all Windows Operating Systems, including Windows 2000 Server, XP, Vista and 7. Also Mac OS and some Linux. Can support Novell Netware 3.x to 4.x. Able to design and install networks for category 5E cabling, including ability to set up telephone, modem and computer networks and wireless networks. Hardware construction and faultfinding. Small systems programming using Microsoft Visual Basic 6 & .NET, C & Visual C++, Borland Delphi 4, Microsoft Access VBA. Small-scale design and set-up for web sites using Microsoft FrontPage, Adobe Dreamweaver CS4 and Visual Inter Dev 6. Conversant in HTML, ASP, PHP, XML, CSS JavaScript and TCP/IP.

## Work History

### **2010-2011 A4e, Oxpens Road, Oxford**

Roles include assisting with tutoring job seekers on how to get back into work and co-ordinating with senior advisors. This includes training people on how to use computers and other IT equipment, leading discussions on positive thinking and assessing people on a one-to-one basis.

### **2003-2009 Various Temporary & Full-Time Jobs in Transport Industry with some Technical IT Support.**

Recession has hampered my driving resources, so have been attempting to retrain as a teacher, with the aim of teaching adults in computer skills.

### **2002-2003 Personal Employment Prospects.**

After being approached by some former customers from previous employment at PracTiva (see below), I decided to re-contact all previous clients to assess their current IT Support needs. This resulted in several support contracts, including the installation of a complete network system for some small companies; and upgrading computers and software where appropriate.

### **2002-2003 Various Temporary Jobs in IT and Transport Industry.**

Due to unforeseen circumstances, previous employer declared for voluntary liquidation, so forced in to taking temporary employment elsewhere. I still maintain contact with previous clients and assist them with various systems and applications, which I developed and set up.

### **2001-2002 PracTiva Group International Ltd, Chipping Norton, Oxon.**

Primary role as a Systems Support Engineer. Other roles included Network Installation using Cat 5E cabling; PC Construction, maintenance & upgrades, small systems database programming. Involved in general electrical wiring of new company office for complete data & communication access. Server system set-up, incorporating Windows 2000 Server and network backup facility. Telephone support.

### **2000-1999- Various Temporary Jobs in the IT and Transport Industry. P&L Software Systems Ltd, Kidlington, Oxon.**

Short-term, 6-month contract, to assist the helpdesk with the integration of a software upgrade for their clients from a DOS based environment to a Windows

**REFERENCES AVAILABLE ON REQUEST**

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OS based one. Primary database environment was dBase IV using BRIEF as an access package.

**1998-1999 ComputaCenter Ltd., Blackfriars, London.**

On-site Senior Support Analyst. Help desk and personal support for large company upgrading computers for millennium changes. Tasks included installing & supporting software, hardware maintenance, Network administration and implementation. Applications supported include Windows 3.1 & '95 & NT4, Novell NetWare 3.x, IE4, Telnet, IBM ThinkPad, Lotus SmartSuite, Microsoft Office, TAO GUI 4.0.

**1998- Various Temporary Jobs in the IT environment.**

Contracting through agencies to companies to work on help desk, training and other technical support.

**1997-1998 Various Temporary Jobs in the Transport Industry**

**1996-1997 Pierce Management Services, Chipping Norton, Oxon.**

Computer Programmer/Analyst. Maintaining programs for the MoD facilities maintenance contractors. Applications used: DataFlex, Windows 95, Word, Excel, Access and Visual Basic.

**1991-1994 Various Recruitment Agencies, Gloucester.**

Temporary/Relief HGV Driver.

## Education and Training

**2010-2011 A4e, Oxpens Road, Oxford.**

ECDL all modules; gained tremendous amount of experience in public speaking and confidence in dealing with large groups of people.

**2009 OCVC, Banbury/Bicester, Oxfordshire.**

PTLLS Course lvl 3/4.

**1998 Nortec Training Ltd, Banbury, Oxfordshire.**

Training for work with Training and Enterprise Council.

**1994-1996 Gloscat, Cheltenham, Gloucestershire.**

Studied for a BTEC National Diploma in Electronics and Communication Engineering.

**1988-1990 Herefordshire Technical College, Foley Lane, Hereford.**

GCE 'O' levels: Maths (B), Human Biology (C) & Physics (C). Followed the 'A' level courses in Maths, Physics and Biology.

**1985-1987 North Oxfordshire Technical College, Banbury, Oxon.**

City & Guilds 381 Motor Vehicle Studies (with distinctions).

GCE 'O' levels: Maths, Physics, English Language, Human Biology, English Literature, and Computer Studies.

**1980-1985 St Mary's Comprehensive School, Chipping Norton, Oxon.**

Gained 8 CSE's grades 2 to 4.

## Personal Information

- Driving Licence: Full + HGV Class I
- Health: Good
- Email: gary@halent.co.uk
- Website: www.halent.co.uk

## Additional Information

I roadie for a local C&W band at the weekends, which includes setting up the equipment, sound checking the music level and tuning and restringing the instruments.

## Hobbies and Interests

- I. Amateur Astronomy
- II. Pool / Snooker
- III. Reading / Writing

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