TECHNICAL CV Can be adapted for any specialist skills, e.g. science

NAME Address Mobile number Email LinkedIn profile URL

Sell your degree: Give examples of modules that are **related to the job** you are applying for.

Professional accreditation shows that you meet industry standards.

EDUCATION & QUALIFICATIONS

Sept 20?? - Present, BSc (Hons) Computer Science, University of the West of England, Bristol

This degree is accredited by the British Computer Society

Modules include: Programme Development, Artificial Intelligence, Software Design, Hybrid Intelligence Systems, Data Structures and Algorithms, Enterprise Systems Development, Advances in Al.

Technical skills include:

- Operating Systems UNIX, Windows (All versions) MSDOS.
- Java 2 main programming language learnt from 1st year. Used for implementation throughout projects in second year, firm understanding
- Visual Basic 6.0 strong knowledge, can build a range of programmes
- HTML sound understanding, have designed several websites
- MYSQL & PHP Basic knowledge, can build simple database and scripts
- MS Office Word, Access, Excel, MS Visual Studio

20?? - 20??, City of Bristol College

Units included: Website Production, Installing and Upgrading Software, Web Server scripting, Software, Design and Development, Interactive Media

Grades: Merit, Distinction, Distinction (320 UCAS points)

20?? - 20??, Marlwood School, South Gloucestershire

GCSEs: 8 GCSE's at C and above including Maths, Science and English

RELEVANT EMPLOYMENT

20?? - Present, I.T. Trainer, Bristol Business Centre

- Delivering group sessions to mature students on using different software programmes and internet based applications
- One-to-one support and tuition for students who have mild learning difficulties or who are under- confident with using computers
- Attending meetings with other tutors/support staff to discuss strategies and lesson content
- Providing systems support and acting as a technical resource in assisting users to resolve problems with equipment

People skills such as teamwork and communication are **highly valued by IT employers**

20?? - 20??, I.T. Technician/ Project Worker, I.T. for Africa Project

- Repaired monitors and peripherals such as printers, scanners and related hardware
- Installed, configured and upgraded operating systems software
- Troubleshooting problems with hardware and software and peripheral equipment problems, making repairs and corrections where required

skills you offer. State any packages, software and languages you use. Give details of how you have used these skills and your levels of proficiency.

Highlight the

technical

problems, making repairs and corrections where required

Emphasise relevant

experience on the first page as it is a key selling

what you did in the role.

point. Provide examples of

Use action words to demonstrate skills

OTHER EMPLOYMENT

June 20?? - Present, Variety of short-term contracts through Bristol Temps Ltd

- Working in different locations at short notice, demonstrating adaptability and flexibility, taking on a range of roles, including administration, hospitality and customer service
- Proven experience in working with a wide range of people in a variety of business, demonstrating strong communication and interpersonal skills, as well as commercial awareness

Demonstrate key employability skills e.g. organisation, leadership, adaptability

Sept 20?? – August 20??, Customer Services Team Leader, Homebase

- Responsible for a team of 10 staff on shift, and deputised for manager when needed as well as providing staff training and mentoring
- Organising staff rotas and delegating daily tasks, as required
- Advising customers on different product ranges
- · Checking stock availability, ordering and returns
- Dealing with internal and external enquires from customers and suppliers

January 20?? - October 20??, Customer Services Assistant, Homebase

- Communicating effectively with customers was central to this role
- Provided product information and promoted in-store offers Processed payments, cash handling responsibility
- Due to hard work and commitment, promoted to Customer Services Team Leader

VOLUNTEERING EXPERIENCE

October 20?? - Present, Committee member and Secretary of UWE Computer Society

 Responsibilities include circulating information to committee members, publicising events, taking minutes of meetings, participating in promotional activities to encourage membership of society

Oct 20?? - August 20??, Various roles, UWE Volunteering

 Registered with the UWE Community Volunteering Programme, which has included volunteering on a variety of Community Action Days over the last year including beach clean ups, conservation tasks, and fundraising and event marshalling at charity events

ADDITIONAL INFORMATION

Memberships: Student member of the British Computer Society

Membership of a professional association demonstrates commitment to professional

Academic awards: Achieved highest mark (86%) in second year at UWE for Software Design module; Awarded 'Young New Talent Scholarship' for first year of study at UWE; Gained 'Academic Excellence' commendation award at City of Bristol College.

Languages: French and German – good working knowledge

Other: Full, clean driving licence and car owner

Employers are interested in your interests as this help them to **build a picture** of what sort of person you are and how you use your spare time

INTERESTS

- In my free time I enjoy playing football which has developed my team working skills
- I follow LinkedIn groups and news pages to keep up to date with industry standards and events

REFERENCES

Available upon request