

David Brown

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Personal Profile

Since leaving school I have been in permanent employment, including terms with the Royal Navy, Nissan Car Manufacturing (UK) Limited and Black & Decker.

When receiving voluntary redundancy at Black and Decker, I decided to pursue an alternative career and enrolled on courses with Bishop Auckland College, Teesside University and the *IT* Learning Centre who are based in Newark.

A wide variety of experience, skills and qualifications have been obtained over the years, including a City & Guilds Certificate in Teaching Adult Learners, an Open University Certificate in Education and a HNC in Computing.

I am presently employed for Durham County Council as a Support Officer performing a variety of tasks including looking after school websites, developing media projects and helping to maintain the CC3 / CC4 network. In this role, I enjoy learning and re-visiting the skills needed to help provide the quality service this organisation provides.

Qualifications

Microsoft Certification MOUS/Microsoft Certified Professional (MCP)

Microsoft Office User Specialist (MOUS Master) qualification gained by passing the strict Word Expert, Excel Expert, Powerpoint, Access and Outlook examinations.

OCR Certification Oxford Cambridge RSA (OCR) Certificates/Diplomas in IT

- CIT 102 (Spreadsheet)
- CIT 103 (Database)
- CIT 124 (Global Communication)
- IBT2 (RSA Integrated Business Technology Stage 2)
- CLAIT (RSA Computer Literacy and I.T. Stage 1)

Other Qualifications

- BTEC HNC in Computing
- Certificate in Education / PGCE
- City & Guilds 7307 Certificate in Teaching Adult Learners
- City & Guilds IT Systems Support Technician Level 2
- City & Guilds Certificate in Adult Literacy Level 2
- City & Guilds Certificate in Adult Numeracy Level 2
- BCS ECDL Parts 1 and 2

Teaching Experience

- Digital Imaging – *Beginners, OCN & NCFE Level 1 and Level 2.*
- Webpage Design – *Upto Level 2 using Frontpage, Dreamweaver & Notepad.*
- Key Skills in ICT – Level 1 and 2
- New OCR CLAIT.
- Desktop Publishing – *Beginners and City & Guilds Level One.*
- Computers Together – *Family Learning.*
- Internet Together – *Family Learning.*
- Communicating with it – *E2E, Skills for Life, Distance Learning, etc.*
- Beginners it – *Word, Internet, PowerPoint and more.*

I.T. Skills

- Experience with Windows 98, Windows XP and Windows Vista.
- Experience in using Leopard V10.5 with iLife 09.
- Experience in using Microsoft Sharepoint 2007, Server 2007, Exchange 2007, etc
- Experienced in Formatting, Reinstalling / Configuring Windows and Setting Passwords for Security.
- Experienced in the installation and configuration of various items of hardware including Processors, Sound & Graphic Cards, RAM, HDD's, Printers, Scanners, Modems (internal & external) and more, updating the drivers and problem solving where necessary.
- Installation and use of various Systems and Applications software.
- Fully conversant with Microsoft Office 2003 and Microsoft Publisher 2003.
- Good experience in the use of Microsoft Office 2007
- Database Design, Advanced Report Techniques, Sub Form Design, Form Design Enhancements, Macros, Table Design techniques and Select Queries.
- Advanced Formula Construction in Spreadsheets, Consolidating and using Analysis Tools, Macros, Protect and Display Options.
- Experience in Document Integration, Document Management Techniques, Configuration and Installation Guidelines.
- Photography, including special events, indoor, outdoor, landscapes, etc.
- Experienced in the use of Adobe Photoshop CS3 and Photoshop Elements 6.
- Experienced in the use of Final Cut Pro, Adobe Premier CS3 & Encore CS3 to create video projects at a high standard.
- Experience in working with Frontpage, Dreamweaver CS3 and Flash CS3.
- Fully conversant with HTML, XHTML and CSS.
- Experience in working with SQL, PHP, Javascript and Visual Basic.
- Computer Law has also been researched as part of a recent HNC course.

Interests and Activities

Teaching, Website Design, Digital Imaging and Photography are my main interests, which are aimed at continual self-knowledge and improvement. Videography is also looked at when time allows. Personal interests and activities include birdwatching, walking, travelling in the UK and spending time with the family.

Personal Details

Driving Licence: Full and clean, with own transport