

Matthew Walker

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Career Profile

Final year BSc Business and ICT Sheffield Hallam University student; predicted grade: a 1st. Now seeking full-time degree-related employment. Strong self-sufficiency and time-management skills shown by maintaining part-time work throughout studies. Acquired high level of transferrable skills via variety of business and IT related employment. Hard-working self starter who is sociable and consistently shown ability to work both as part of a team and to lead a group. Healthy, ambitious, enthusiastic and reliable - as identified by 100% attendance records.

I.T. Related Employment and Skills

- Ran own successful business for 3 years from the age of 15, before going to University. This was a web-hosting company in which I had to manage servers remotely, troubleshoot problems, and adapt to changing environments in terms of user expectation and quality of service.
- Familiar and competent using web development concepts such as CSS, HTML and PHP.
- Basic programming knowledge and proficiency with SQL databases.
- Proficient and experienced Microsoft Office user across all packages including Access, Excel, Publisher and Word.

Education & Qualifications

2007 - Present Sheffield Hallam University BSc (Hons) Business & ICT

Predicted grade: a high 2.1 or 1st class Honours degree.

Relevant modules: ICT Infrastructure, Information Analysis, Information Systems, ICT Strategic Communications, Strategy and Change Management, Dissertation (Assessment of Cruise Line security), IICT, Database Systems, Managing Performance.

2005 - 2007 Pensby Sports College Sixth Form, Merseyside x3 'A' levels :ICT (A), Business Studies (B), Spanish (C)

2000 – 2005 Pensby Sports College, Merseyside x10 GCSEs (grades A-C) including I.T., Maths, English and Science plus 1 GNVQ Intermediate in Business Studies

Extra-Curricular

2005-2007 Qualifications in leadership and coaching including; CSLA, JFO, and SAQ awards.

2006 BTEC Qualification: Peer mentoring.

Positions of Responsibility

- University soccer captain **(2008-2010)**
- Student Course Rep during the first year of my University course. **(2008)**
- Managed and led a Dreams and Teams scheme (reported positively by local press) in which I led teaching of teenagers from Madrid and Wirral to lead a Sports Festival to young children from local primary schools **(2007)**
- Coached a variety of sport teams in soccer and rugby **(2005-2007)**
- Secondary school Prefect, Form Captain, member of the sports council, year representative and the sports colleges first ever senior sports captain. **(2003-2007)**

Achievements

- Awarded the Ronald Turner Prize for outstanding merit in Information Technology. (2007)
- Special Prize for attainment in Spanish studies.(2007)
- Received special awards during school for outstanding merit in Drama and Spanish, as well as outstanding service to the school. (2006)
- First pupil to achieve a platinum award for the amount of merits obtained. (2005)
- Attained 100% attendance for an entire year. (2005)
- Aim Higher Greater Merseyside Achiever. (2004)

Additional Employment History

2008-2009 **Receptionist** - Greens Health & Fitness (Sheffield)

Key duties and skills demonstrated:

- Responsibility for cash handling.
- Administering class bookings. Regularly and accurately using the IT guest system.
- Supporting the duty manager e.g. leading safe evacuations.
- Responding in an effective manner to requests of customers and varying levels of personnel. Handling customer complaints.

2005-Present **Sports Attendant** - Pensby Sports Complex (Merseyside)

Key, relevant duties included:

- Dealing with customer enquiries which further enhanced my communication skills.
- Designing IT solutions to improve the efficiency of the organization.
- Checking facilities regularly for health and safety hazards.
- Using IT system to handle bookings and correspondence.

2004-2007 **Manager** - Synitex (Merseyside) - my own business

Key duties and responsibilities included:

- Troubleshooting hardware and software remotely
- Security - implementing firewalls, user access privileges.
- Decision-making - in terms of hardware and software upgrades.
- Building and maintaining customer support, troubleshooting user problems.
- Monitoring server loads and status reports.

Interests

- Keen interest in playing, coaching and watching sports such as football, rugby, squash and badminton and captain my local team.
- Enthusiasm for travelling. Continue to have an interest in Hispanic studies and posses a good degree of fluency in Spanish.
- Passion for new technology.

References

- **References** available on request or via my website: www.matthew-walker.net/recommendation.html