Graeme Arthur

10 Woodfield Close, Northgate, Crawley, West Sussex, RH10 8EW
07522 251 831 or 01293 544440 Graeme@rthur.me

Hard working internet savvy user, builds websites and contributes to open source projects. Customer friendly & Definitely enjoys a challenge.

Key Skills

- obsessive IT proficiency, word, excel, access, photoshop, indesign

- IT support & troubleshooting skills, not limited to IT

- Team working skills & good communication skills

- customer friendly, able to handle customer concerns with ease

Achievements

- Designed, developed and implemented an updated shop floor planning system to manage seveal hundred staff members, to ensure all departments and smaller stores had adequate cover for breaks and met expected customer demand levels.

- I currently run on a voluntary basis the Technical department for my local church, this includes All audio, Visual and lighting and IT support within the church. I have a free reign to spend money on new equipment and am a key holder of all church venues.

- Built a system to categorise and manage incoming aircraft data, this included database administration skills and required dealing with restricted and secret data.

- Administered on a contractual basis working on a new Military aircraft flight simulator project. My role included general office duties including but not limited to booking rooms and coordinating action plans with engineers and dealing with data.

Employment

May 2013 to August 2013 - World Duty Free – Operational Support Assistant

2008-June 2009
I have performed work on a temporary basis, supporting my travelling and voluntary work
Tempory UK roles included but not limited to:

various agency work, (including data entry & manual labour)
Virgin Atlantic, TJ Hughes(Christmas Temp 2008) Tesco Freetime and others

2007-2007	Thales Training and Simulation	Technical Administrator
2005 - 2006	Crawley Borough Council	Cashier
2002 - 2004	Gamleys Toyshop	Saturday Shop Assistant

Education

GCSE Grades
- English (C-B)
- Maths (C)
- Double Science Award (C-C)
- Religious Studies (B)
- I.C.T. (B)
- English Literature (C)

Other Qualifications
- COMPTIA A+ Certification
- ECDL (European Computer Driving Licence)
- Level 2 Diploma for IT Practitioners(ICT Systems Support)