

CHARLES CLIVE

(+358) 46 5531346 • hal@halclive.co.uk

EDUCATION

Postgraduate Degree: Edinburgh Napier University (2009 – 2010)
MSc Information Systems Development (*pending*)

Dissertation project: Game-like reward mechanisms in simulation-based management training.

Undergraduate Degree: Edinburgh University (2002 – 2006)
BSc Biological Sciences (Hons Genetics) 2:2

Dissertation project: Bioinformatics project - studying the phylogenetic relationships between the Six genes of species ranging from Homo sapiens to the basal metazoites.

IT SKILLS

Development of Java applications and online applications using HTML, CSS, PHP, Javascript and SQL.

Extensive experience and understanding of desktop and laptop hardware, various peripherals and both wired and wireless networking - including troubleshooting and support.

Excellent understanding of a wide range of software, including (among others) Word, PowerPoint, Excel and Photoshop, and familiarity with both the Windows family of operating systems and MacOS. Experienced in using the Internet and several e-mail packages including Outlook as well as others.

Familiarity with the PRINCE2 project management methodology.

LANGUAGE SKILLS

Native English speaker. GCSE A* English Language.

Finnish For Foreigners 1 & 2 (Helsingin seudun kesäyliopisto 2009)

Teaching English as a Foreign Language certification – 2006 (i-to-i 20 hour certificate)

Counsellor at English as a foreign language summer camp 3 summers.

RELEVANT WORK HISTORY

Freelance

Technical support 09/08 – 05/09 (8 months)

- IT support for local businesses “Nunnington Studios”, “Clive & Bentley” and “Victoria Rose Interiors”.
- Assisting maintenance of websites and resolving of miscellaneous technical issues both remotely and on site.

Adecco - York**Temp** 09/08 – 05/09

- Temping, including shifts in previous administrative role.

Adecco - York**Administrative assistant** 05/08-07/08 (2 months)

- Processing payroll, candidate registrations and references
- Booking appointments and diary management
- Checking and resolving invoicing issues
- Taking and filling temp bookings, ensuring effective communication, both written and verbal.
- Use of MS Office and internal proprietary databases.

ENCAMS - Northern England**Environmental Surveyor** 09/07 – 03/08 (6 months - temporary c/o Adecco)

(ENCAMS stands for Environmental Campaigns and is the environmental charity which runs the Keep Britain Tidy campaign)

- Working with a high degree of autonomy to an importantly high standard.
- Working in a team of 10 to carry out field research for the extended Local Environmental Quality Survey of England to a government deadline.

Lloyds TSB Scotland - Edinburgh**Administrative positions** 02/07 – 04/07 (2 months - temporary c/o Adecco)

- Flexible approach to working environment as moved within the mortgage department.
- Working in teams helping to remove the back log of administration to help the department move forward.
- Roles included data entry, assisting in the expedition of critical cases and handling incoming calls to the department from brokers.

Stockton Hall Hospital - North Yorkshire**Administrative Assistant** 06/03 – 09/03 (3 months)

- Data entry, letter typing and email writing
- Processing of payroll data, data analysis and report writing.
- Scheduling of bank nurses.

Stockton Hall Hospital - North Yorkshire**Administrative Assistant** 09/01 – 12/01 (Temporary Contract c/o Royle Recruitment)

- Data entry, letter typing and email writing

INTERNATIONAL EXPERIENCECCUSA - Camp California in Croatia **Camp Counsellor** 07/08 – 09/08 (Summer Contract)

09/06 – 01/07 – Travelling and living in Finland

CCUSA - Camp California in Croatia **Camp Counsellor** 06/06 – 09/06 (Summer Contract)CCUSA - Camp California in Croatia **Camp Counsellor** 06/04 – 09/04 (Summer Contract)Camp America - YMCA Camp Skycrest, PA **Camp Counsellor** 06/02 – 09/02 (Summer Contract)Africa/Asia Venture - Chiradzulu Secondary School, Malawi **Volunteer Teacher** 01/02 – 05/02