

## Timothy Harness

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IT graduate with project-management, customer service and interpersonal skills. **1**

### Education

2011 - 2015 Nottingham Trent University

**BSc Information and Communications Technology: 2:1** **2**

Modules included: Networking and communications technology, Business and information systems and Interactive/multimedia development.

2008 - 2011 North Bridge Comprehensive

**A-levels: Mathematics (B), Information Technology (B), Design and Technology (C).** **3**

**Eight GCSE's at grade C and above, including Maths (A) and English (C).**

### Projects and additional training

- 4** • Extended project (part of degree): 'Designing Wireless and Mobile Systems in Business'.
- PRINCE2 qualified: Foundation-level (business justification, organising team structure for a project-management team, product-based planning approach, controllable stages and appropriate flexibility in project planning).
- BCS accredited three-day-training programme: 'IT for Business' (project management, customer outcomes, database management and budgeting)

### Technical skills

- Microsoft technologies including .NET, VB.Net, WCF and WPF.
- Software packages: 3D Studio Max, Flash, Photoshop, TCP/IP Packet analysis, Java, JavaScript, HTML5, Oracle.
- Front and backend internet systems.
- Interface technology and design. **5**
- Rich media technology.

## Example of an IT CV

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**1**

Immediately demonstrate the skills you have beyond technical/IT knowledge. Tailor this description according to the role you're applying for.

**2**

List modules if relevant to the role or give an overview of the subjects covered.

**3**

Include A-levels if they are relevant and grades support your ability.

**4**

Dissertation, project titles and short courses can demonstrate an area of interest and highlight skills acquired through independent study.

**5**

If you have limited experience it is important to list all technical skills to demonstrate expertise in this area. Consider packages you have worked with during your studies, job role or in your own time.

## Work experience and additional skills

2014 - Present

**Store assistant, Waterstones Bookstore, Nottingham**

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Serving customer's face-to-face, dealing with customer queries and general store maintenance duties. Processing customer orders over the telephone and replenishing stock.

**Additional skills: customer service, communication, team working.**

2012 - 2013

**Placement year, Systems Administrator, Rolls Royce, Derby**

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Installation, configuration, monitoring and maintenance of servers including remote management. Undertaking a significant amount of client liaison across a number of sites. Ensuring all systems were fit for purpose and meeting the needs of end users.

**Additional skills: commercial awareness, problem solving, communication, team working.**

Summer 2011

**Data Entry Officer, Active Ltd., Northampton**

Entering bank account details relating to direct debit payments and completing associated administration. WPM: 110.

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**Additional skills: accuracy, working to deadlines, attention to detail, communication, team working.**

## Achievements and interests

- University course representative 2013 - 2014 for second year students.
- Presented project as part of the university's technology conference May, 2015.
- Student member of the ITC Association.
- Active member of Nottingham Forest Supporters Club.

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## Example of an IT CV

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6

Highlighting the skills you have developed in each role is a powerful format. Use bold typeface to allow these skills to stand out to the reader.

7

Be specific and include 'doing words' when noting duties that the role entailed.

8

Include any technical competencies.

9

Include positions of responsibility you have held.

10

To balance the technical nature of this CV it may be useful to show some personality and extra-curricular interests.