

**Curriculum vitae**

**Education**

**October 2001 – July 2002**

Post Graduate Certificate in Finance  
Financial Markets, Applied Finance and Statistics,  
Quantitative Techniques, Microeconomics, Mathematical  
Finance.

Birkbeck, University of London.

**September 1996 – July 1997**

PGCE in Secondary Education  
Subject: Mathematics

Department of Educational Studies, Goldsmiths,  
University of London.

**September 1989 – July 1993**

BSc (Hons) Mathematics

**Work: present**

**2006 – 2012**

Managing Director: Sphere Origins

Research and Development Company:  
www.sphere-origins.co.uk

Small business IT Support / Individualised IT training  
/ IT training packages / Excel Spreadsheet training  
/ IT research for small business / Database design /  
Systems analysis, design and programming / Bespoke  
personalised service

**Work: past**

**2003 – 2006**

IT Systems Analyst / Manager: Edexcel (Examination  
Board)

Designing and analysing IT systems and databases.  
Managing and instructing staff.  
Excel Spreadsheet training.  
Microsoft Office training.

**2002 – 2003**

Technical Manager: QCA (Education Regulatory  
Authority)

Managing Education regulation, researching and writing  
commissioned reports.

**2002**

Finance Officer: Breakthrough Breast Cancer charity,  
London

Working in finance department predominatly on SAGE  
accounting package.

**1996 - 2002**

Six years experience as a Mathematics teacher in  
London teaching up to 'A' level.

**1992 - 1998**

Six years experience as Mathematics and English  
tutor at Tutorial Centre instructing candidates for  
examination preparation.

Two years experience as teacher of English as a  
Foreign Language.

**1991 - 1992**

Building Research Establishment (BRE), London.

Computer programmer / Researcher / Database  
Manager

**Programming and applications**

- C++
- SQL
- ASP.NET
- SAGE
- Excel Spread sheets
- Microsoft Office

**Training**

**2011**

ASP.net Barclays verified online course.

**2009 - 2010**

Business Link Course, Southampton.

**2003 - 2006**

Employer related courses: Meeting skills, Staff  
Management, Interview Skills.

**Other**

**1994 – 1996**

Member of Institution of Civil Engineers' Committee

Organising events and committee business.

**1996 – 2001**

Lance Corporal in Territorial Army (Royal Engineers).

Treasurer (book keeping, managing funds),  
Recruitment, Report writing, Plant operator, Heavy  
Goods Vehicle driving licence.

Achieved 'Best at PT' award.

**1993**

Intermediate Italian Language Course: Level III.