

Tom Bradley

CONTACT INFORMATION

Rose Cottage
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PROFILE

A recent Computer Science graduate with a passion for both technology and business. A member of the British Computer Society with varied business and IT work experience plus strong communication skills. Seeking a career in the IT industry.

EDUCATION

Swansea University 2005 - 2008

BSc Computer Science with First Class Honours

St Albans 6th Form School 2002 - 2004

VCE: Double ICT (Grade AA)
A Level: Physics (Grade C)
A Level: Chemistry (Grade C)
AS Level: Mathematics (Grade C)
Cisco: CCNA Computer Networking 1
Cisco: CCNA Computer Networking 2

West Monmouth Comprehensive School 1997 - 2002

9 x GCSEs (A* - C)
2 x GNVQs (Merit)

Other Qualifications

“A” Badge (solo grade) Gliding Certificate
Full, Clean UK Driving Licence

TECHNICAL SKILLS

- Network Management
- Troubleshooting & Computer Assembly
- Languages: Java, C, C#, Python, JavaScript, LotusScript, Lotus Formula, HTML, CSS, PHP, ActionScript 3.0, (experience in: Haskell, Prolog and Maude)
- Applications: Microsoft Visual Basic Studio, Microsoft Office (Word, Access, Excel etc) OpenOffice, GIMP, Photoshop, Flash, L^AT_EX, Dreamweaver, Vector Designer, Various Firewall, Antivirus and general security software, IBM Lotus Notes.
- Operating Systems: Linux, OS X, Windows.

OTHER SKILLS

- Confident Public Speaker.
- Excellent Report Writing Skills.
- Project, Business & Finance Management.
- Staff Training.
- Team Management & Delegation Skills.
- Office Administration.

WORK EXPERIENCE

Codel Software, Swansea *Software Developer*

Jun, 2008 - Jul, 2008

Developing for Lotus Notes during a two month project placement. Worked as part of a team adding functionality to Codel Software's absence manager system, including developing for the Notes client and for the web interface. Gained experience of programming in JavaScript, LotusScript and Formula in a professional environment.

13.7 Designs, Pontypool *Proprietor*

Apr, 2005 - Dec, 2007

Started a web design business, In addition to web design responsibilities included: handling all the accounting work, advertising, client meetings and delegating. Gained a lot of experience not only in web design but in all areas of small business management including dealing with clients and staff.

Cadwyn Housing Association, Cardiff *IT Assistant*

Jul, 2007 - Sep, 2007

Responsibilities included: staff IT training, general IT support (software and hardware), managing the intranet site, upgrading the staff PCs and assisting in the database system upgrade. Gained experience in assisting those with little computer skills as well as managing a network of over 50 workstations.

McDonalds, Pontypool *Crew Member*

Aug, 2006 - Sep 2006 & Dec, 2006 - Jan, 2007

Worked in the kitchen and on the tills. Gained excellent team work skills and money handling experience.

Quiz Time Wales, Pontypool *IT and Sales*

Jan, 2005 - Sep, 2006

Managed everything related to the computer systems (website, emails, databases etc). Also responsible for the sales of our home entertainment equipment. This included researching into product suppliers, going to various industry "fairs" and ordering new stock plus the marketing of the products and handling all sales (including invoicing, packing, communicating with buyer etc). An additional responsibility was interviewing job applicants and training staff in use of the computer systems.

Silverscreen, Cwmbran *Christmas Temp*

Dec, 2004 - Jan 2005

Main responsibility was customer service but also included some staff training and computer troubleshooting.

Adelphi Coin, Pontypool *Computer Specialist*

2001 - Sep, 2004

Responsibilities included: Creating and maintaining the company websites, maintaining the company computer network, managing emails and producing documents. Also assisted in all software projects (including developing a Digital Jukebox and Quiz Machine).

**ACHIEVEMENTS &
INTERESTS**

Astronomy

Always had a strong passion for astronomy, regularly take small groups on observation sessions (when weather permits).

Gliding

2002 - 2008

Like to fly in my spare time, Achieved solo standard in 2003. Planning to start training for my Private Pilots License when time allows.

Major Project

2007-2008

Completed my third year project, this included producing educational internet applications for the Computer Science Unplugged course, helping promote Computer Science as a popular science subject and writing an eighty paged dissertation.

Software Integration Testing Dissertation

2007

Produced a major dissertation, gained experience in research and report writing.

Group Project

2007

Completed a major software project (producing a theoretical mass-spectrometry application). Gained experience in team management, report writing and software engineering practices.

Swansea Computer Society

2005-2008

Active member assisting with activities and events.

Maths Mentoring

2002-2004

Volunteered as a maths mentor teaching maths skills to 12/13 year olds.

Young Enterprise

2001-2002

Won the Chairman's Award for Excellence and the Innovation award for working as part of a team running a small business. Responsibilities included: managing the company finances, organise meetings, research suppliers, buying stock, product marketing and meeting with potential buyers.

REFEREES

Previous Employer

Shane Mayers
Quiz Time Wales
Unit 4, Snatchwood Road
Abersychan, Pontypool
Torfaen, NP4 9RL
01495 772164
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Previous Employer

Sharif Biharie
Cadwyn Housing Association Ltd
197 Newport Road
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Academic Supervisor

Professor Harold Thimbleby
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