

Curriculum Vitae

Andrew XXX
XXX
Milton Keynes

Email: XXX

Personal Profile

I am a computer science graduate with a strong technical background. I have 7 years' experience in computer systems administration, working for a multinational company that operates in a highly-regulated laboratory environment. The role involves both server and desktop work, and collaboration with the IT function at other sites.

Main experience

- Desktop and server hardware assembly / troubleshooting.
- Installation and configuration of Microsoft Windows operating systems (particularly Windows XP and Server 2003).
- Active Directory user account management, NTFS file security, TCP/IP network configuration.
- Symantec BackupExec software. DDS and LTO tape backup hardware.
- Oracle database creation, configuration, backup and recovery, and other maintenance.
- Long track record of very strong grades in technical subjects, particularly computer programming.
- Proven ability to readily learn new techniques and technologies.

Employment History

2002 – Present

XXX

System Administrator

- Responsible for keeping the UK computer systems operational. (Approx. 30 staff, 50 workstations, 5 servers, Ethernet LAN and Internet access.)
- Responsible for ensuring IT systems are operated in compliance with applicable regulations (particularly Good Laboratory Practice). This includes routine recording of all configuration changes (for audit purposes) as well as developing various documentation (see next point).
- Responsible for creating/updating computer policy and procedure documents, to be reviewed by external government and client auditors. (Several external auditors have specifically mentioned the high quality of these documents.)
- Designed, documented and formally tested the UK site computer disaster recovery plan. (Document all plausible failures, list operational impact and remediation options. Where feasible, produce a test plan and record test results confirming that redundant hardware performs as expected, impacts match documentation, and remediation steps perform as expected.)
- Technical support and general troubleshooting for all computer-related problems. Liaise with various staff to resolve problems, advise on technical matters, plan future upgrades, etc. Coordinate with IT departments from the company's other sites. Periodically interviewed by external auditors regarding regulatory compliance.
- Took over management of the UK site's Oracle database. Previously this work was done by an external contractor. Responsible for routine backups and for database restoration in case of failure.

Education History

Curriculum Vitae, Andrew Coppin

1998 – 2002

DeMontfort University

BSc Computer Science (2:1)

- Year 1: Programming in Smalltalk, grade A*. Other modules include basic computer hardware and report writing.
- Year 2: Programming in Java, grade A. Other subjects include operating system architecture, basic computer networking (including TCP/IP) and research skills.
- Year 3: Relational database theory, grade A*. Also included a successful 6 month work placement.
- Year 4: Database design option, grade A*. Other modes include Computer Graphics option, Artificial Intelligence option, final year project.

Hobbies & Interests

- Ballroom dancing.
- Skiing, rock climbing and caving.
- Composing, performing and recording music.
- Team-based computer gaming.

References are available on request.