

Peter (surname withheld) *Curriculum Vitae*



Richard Lamplough writes:

Peter is an enthusiastic, hard-working, totally reliable young man looking to build the foundations of a career in the IT sector. He has many technical skills relating both to hardware and software issues and a great eye for detail.

Peter lives with his family three miles north of Haywards Heath and takes part in many community activities including swimming and drama but his first love is definitely immersing himself with computer issues and there's nothing he enjoys more than helping out a friend or family member with an IT problem they might be struggling with!

Please contact me by using richard@apotentialdiamond.org or 077389 41415

Paid employment and voluntary work

Creative Technology, Crawley
July 2016 to October 2016
Integrated Networks Technician (paid)

Peter configured and maintained AV, communications and IT equipment to suit a variety of different user requirements. He liaised closely with colleagues in the Warehouse and Operations Departments in connection with outgoing and incoming rental equipment. This included stock management and implementation of orders. He used a database cataloguing system known as *Rentalpoint*.

Central Sussex College, Crawley
November 2016 to date
IT Support Assistant (voluntary)

Peter supports students and staff with a range of IT-related issues with a particular focus on helping students with their multimedia software projects.

Extech, Haywards Heath
October 2014 to date
IT Support Technician (voluntary) where Peter's tasks include:

Stock management and data input entering specific details e.g. model numbers and serial numbers for decommissioning old or broken equipment.

Software/hardware configuration (drivers, operating systems and *Microsoft Office*), installation, upgrading old software and hardware, maintenance, preparation and repair.

Liaising with colleagues concerning warranty and other issues connected with various computer equipment.

Helping maintain accurate customer records e.g. software licenses and user account details.

Waste disposal/recycling of old equipment.

Qualifications

Central Sussex College, Crawley
Pearson BTEC Level 3 Diploma in Information Technology (QCF), Distinction, July 2016
GCSE English Language, C, July 2015

Woodlands Meed College, Burgess Hill
GCSE Mathematics, C, June 2013
GCSE Science, C, June 2013
GCSE Media Studies, C, June 2013
GCSE Information and Communication Technology, C, June 2013
BTEC Entry Level 3 Certificate in Design and Technology, June 2013

Awards

Most improved learner of the year
FE Sussex, March 2015
Student of the Week Award
Central Sussex College, Crawley, October 2014
National Citizen Service Certificate
August 2014
YMCA Level 1 Award in Sports Leadership
June 2013
Duke of Edinburgh Bronze Award
June 2012
YMCA Digital Music Arts Bronze Award
June 2012

A little more about Peter

I enjoy getting involved with my local church and I'm often the resident OHP and Sound Operator. I configure 'Praiseprompter' to display songs and Powerpoint live during the services using software and a visual mixer.

One of my most enjoyable activities has been volunteering, each Christmas, at a local radio station. I've carried out a variety of duties including searching and broadcasting local news and poetry.

I have autism and a mild learning disability. I first met my mentor, Richard, in April 2014. He gives me advice about various things and it's good having his support explaining to employers a little more about my autism.

apotentialdiamond.org

supporting people with autism, Asperger's Syndrome or learning disabilities into paid employment in Sussex, Surrey and Kent

