

## ANDREW ROBERTSON

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<b>PROFILE AND OBJECTIVE</b>	A Computer Science student with experience in data entry, telephone engineering and technical software use in a variety of different work and learning environments. Looking for a challenging placement role to apply theories and experiences gained to date.
<b>EDUCATION AND QUALIFICATIONS</b>	<p><b>University of Bradford</b> <span style="float: right;"><b>2017 – 2021</b></span>  <b>BSc (Hons) Computer Science</b> <span style="margin-left: 100px;"><b>First Year Ave: 78%</b></span></p> <p><i>Second Year Modules (current)</i>  Data Structures &amp; Algorithms <span style="margin-left: 100px;">Database Systems</span>  Enterprise Pro <span style="margin-left: 100px;">Numerical Analysis</span>  Software Development <span style="margin-left: 100px;">Computer Architecture &amp; Systems Software</span></p> <p><i>Key Modules (1<sup>st</sup> Year – Average 78%)</i>  Mathematics for Computing <span style="margin-left: 100px;">Technical and Professional Skills</span>  Fundamentals of Programming <span style="margin-left: 100px;">Computer Architecture and Systems Software</span>  Internet Technologies <span style="margin-left: 100px;">Software Design and Development</span></p> <p><b>Dixons Allerton Academy, Bradford</b> <span style="float: right;"><b>2009 – 2017</b></span>  BTEC: Business Studies (C); Double ICT (Distinction) and Finance (C)  GCSEs: 8 subjects (2As, 2Bs and 4Cs) including English Language (A) and Mathematics (B)</p>
<b>TECHNICAL AND IT/COMPUTING SKILLS</b>	<ul style="list-style-type: none"> <li>• Competent with and currently further training in C#; JavaScript, HTML, CSS and SQL.</li> <li>• Telephone engineering experience using PCPro (NEC, Avaya, Panasonic).</li> <li>• Capable in Windows, MacOS and Linux Operating Systems.</li> <li>• Experienced in Adobe (Photoshop, Premiere, Flash, After Effects) software package.</li> <li>• Proficient in video editing, using software such as Sony Vegas.</li> <li>• Adept in Microsoft Office (Word, Excel, PowerPoint, Publisher, Access) software package.</li> <li>• Typing speed of 90+ words per minute.</li> </ul>
<b>EMPLOYMENT EXPERIENCE</b>	<p><b>The Co-operative Group, Bradford</b> <span style="float: right;"><b>July – Sept 2018</b></span>  <b>Customer Team Member</b></p> <ul style="list-style-type: none"> <li>• Handled cash of up to £1,000 regularly whilst I managed and settled tills.</li> <li>• Dealt with customers directly including serving and following regulations regarding age-related products.</li> <li>• Attended to the transition of stock from a delivery to the shop floor.</li> <li>• Maintained the presentation of the shop floor including tidying and facing up, ensuring fresh produce was displayed in accordance with its sell-by date.</li> <li>• Developed key skills such as team work, customer service and commercial awareness</li> </ul> <p><b>Rapid Digital, Commercial Park, Leeds</b> <span style="float: right;"><b>July 2018</b></span>  <b>Data Entry Clerk</b></p> <ul style="list-style-type: none"> <li>• Cross-checked computer generated data with human inputted data.</li> <li>• Inputted data whilst maintaining a fast pace and a very high degree of accuracy.</li> <li>• Handled sensitive and confidential information.</li> <li>• This experience has improved my planning and organising and accuracy and attention to detail</li> </ul>

<p><b>EMPLOYMENT EXPERIENCE (contd.)</b></p>	<p><b>The Carphone Warehouse Ltd., Bradford</b> <span style="float: right;"><b>March – Sept 2017</b></span>  <b>Customer Consultant</b></p> <ul style="list-style-type: none"> <li>• Provided face-to-face service to customers and dealt with any queries and problems.</li> <li>• Built rapport with customers and took them on personal assisted sales journeys.</li> <li>• Processed contract sales including credit checks.</li> <li>• Assisted with the interviewing and hiring of new employees.</li> </ul> <p><b>Matrix Solutions, Leeds Business Park</b> <span style="float: right;"><b>Oct – March 2016</b></span>  <b>Support Engineer</b></p> <ul style="list-style-type: none"> <li>• Spoke with customers directly and tutored them through resolutions.</li> <li>• Found and implemented solutions for problems in customers’ telephone programming.</li> <li>• Built new telephone systems ready for installation.</li> <li>• Ventured on sites and assisted in direct support and installations.</li> </ul>
<p><b>POSITIONS OF RESPONSIBILITY</b></p>	<p><b>Career Ambassador (Academic Year 2018/2019)</b></p> <ul style="list-style-type: none"> <li>• Actively promote events and services of the Career and Employability Services to my fellow students.</li> <li>• Involved in the organisation and delivery of employability and careers activities such as Career Fairs and employability workshops, and helping in gathering feedback from peers on the various activities held.</li> <li>• Encouraging and motivating peers to make use of the services provided by Careers.</li> <li>• Networking with and supporting/helping employers during various recruitment fairs held at the university.</li> </ul> <p><b>Class Representative (Academic Year 2018/2019)</b></p> <ul style="list-style-type: none"> <li>• Member of the Staff Students Liaison Committee (SSLC) – responsible for liaising with staff and students to resolve any issues/problems with regard to students’ engagement and experience within the department.</li> <li>• Ensuring positive student experience by interacting effectively with students, staff and the Student Union.</li> </ul> <p><b>President of the Football Club at University (Academic Year 2017/2018)</b></p> <ul style="list-style-type: none"> <li>• Leading and motivating the team during weekly practices and inter-varsity matches.</li> </ul>
<p><b>ACTIVITIES AND INTERESTS</b></p>	<ul style="list-style-type: none"> <li>• Extremely interested in all things technology and computers from the components themselves to the software. Particularly enjoy creating digital media such as graphics, videos and websites.</li> <li>• Avid fan of football and Liverpool Football Club. Play regularly both with friends and with strangers, evidence that I am able to quickly build rapport with people.</li> <li>• Passion for football led me to complete an Extended Project Qualification on the finances within football in my spare time. The title of my EPQ was ‘Why do the big clubs remain big and the small clubs remain small?’</li> <li>• Very conscious of health and fitness as I was overweight until my late teenage years. For the past 2 years, I have been strict with my diet and fitness endeavours, which shows that I am able to achieve any goal that I set myself.</li> </ul>
<p><b>REFEREES</b></p>	<p>Professor Daniel Neagu, Academic Placement Tutor, University of Bradford, West Yorks.  Email: <a href="mailto:D.Neagu@bradford.ac.uk">D.Neagu@bradford.ac.uk</a> <span style="float: right;">Tel: 01274 235704</span></p> <p>Mr Alan Smith, Store Manager, Carphone Warehouse, Bradford, West Yorks.  Email: <a href="mailto:alansmith@gmail.com">alansmith@gmail.com</a> <span style="float: right;">Mob: 07777 911 911</span></p>