

Martin Howe

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Personal Profile

I am an intelligent and motivated individual offering a methodical and organised approach complemented by persistence and thoroughness in pursuit of goals. Typical examples include producing statements and invoices for Government subcontractors, privatised utilities and commercial entities, and working as necessary when critical goals were due, ensuring accurate results despite unexpected changes and, in some cases, legal deadlines.

I am able to work in a team when required. In my previous job; as well as liaising with other departments in the company, I was part of several projects started with multidisciplinary meetings, often in groups of three or more people. I have served in two club committees for pedigree cat shows and helped steer one from exemption show to championship show. I currently sit on the committee of the London Cat Club with responsibility for the web site.

I believe that accuracy and completeness are essential. I ensured that uncorrectable data errors did not propagate but were diverted to an exception file. I can act independently when required; in my previous role, I modified a procedure for regular mailing work to improve my productivity and, after seeking managerial approval, applied that across the department.

Key Skills

Information Technology – I use OpenOffice Writer to create letters and business documents and OpenOffice Calc to manage accounts and schedules. In my previous role, I processed direct mail and statement prints, using Microsoft Excel for preprocessing client data and Microsoft Word for creating procedure manuals and software documentation.

General Administration – I am proficient in performing routine work where appropriate. In my previous role, much of the work was in processing and proof-printing routine direct mail. When required, I manually corrected incomplete or erroneous client data before loading it for processing. I also have experience of creating and photocopying instruction sheets and other documentation, telephone answering and retrieving and updating records in archives.

General Education – I have a good education to degree level, including O-Level grade B in English Language and Mathematics, plus the will to acquire additional skills as required. In my previous role, I had to use many systems and practices, often with little supervision. This sometimes included non-trivial knowledge of a client's business and on one occasion I used in-depth knowledge of a job to make corrections to a client's statement data on their behalf.

Career History

Reed in Partnership – Volunteer (Reception Desk, 3.5 hpw) 09/2010 – 01/2011

Duties included:

- Welcoming, directing and advising clients.
- Notifying staff of arrival of each of their visitors.

MBA Group – Analyst/Programmer**02/1993 – 12/2003**

Duties included:

- Setting up and running direct mail jobs, liaising with clients as necessary for regular and complicated jobs, proof reading text and printing samples for approval.
- Administration of computer systems, writing computer programs for complex projects and providing advice and assistance to junior programmers where necessary.
- Writing computer programs for day-to-day use, updating older computer programs.

University of Kent – Computing Officer (Networks)**10/1988 – 06/1989**

Duties included:

- Designing and writing a terminal emulator program.

Training & Qualifications**Office Information Technology – ECDL Level 2 (*Learn Direct*)**

- **Passed**

Print and Direct Mail – PReS Introduction (*Program Products*)

- **Passed**

Postgraduate Degree – Microelectronics Systems Design (*Brunel University*)

- **Degree of Master of Science**

Bachelors Degree – Computer Systems (*University of Wales College, Cardiff*)

- **Second Class Honours (Upper Division)**

GCE A-Level (*Canterbury College*)

- **Computer Science – Grade B**
- **Physics – Grade C**
- **Mathematics – Grade E**

GCE O/A-Level (*Canterbury College*)

- **Additional Mathematics – Grade C**

GCE O-Level (*Canterbury College, Sandwich Technology School*)

- **Physics – Grade B**
- **English Language – Grade B**
- **Mathematics – Grade B**
- **Commerce – Grade C**
- **Computer Studies – Grade D**
- **Chemistry – Grade E**

CSE (*Sandwich Technology School*)

- **Nine subjects, all passed (five at Grade 1)**

Hobbies & Interests

My spare time is spent walking public footpaths, digital photography, writing software and listening to music. I love cats and serve on the committee of the London Cat Club. I have always been fascinated by physics and am a member of Norwich Astronomical Society.

Other Information

I possess a clean driving licence and a vehicle. References can be provided upon request.