

Neil Turner

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Telephone, postal address and references available upon request.

Qualifications

2005-2007

University of Bradford

PGDip Forensic Computing. Course covers study of the Internet, protocols, cryptography, security and forensic analysis. Taught in conjunction with West Yorkshire Police.

2002-2005

University of Bradford

BSc (Hons) Computing and Information Systems, 2:2 honours achieved. Course focussed on Java programming with some mathematical elements, and also included study of databases, user interfaces, software systems and professional skills.

2000-2002

York College

Attained 3 A levels and two AS levels:

Geography (A-level)	Grade C	Computing (AS-level)	Grade D
Mathematics (A-level)	Grade D	Physics (AS-level)	Grade E
French (A-level)	Grade D		

1995-2000

Millthorpe School, York

Attained 10 GCSEs, 2 at A* (French and German) and 2 at A grades (Mathematics and Graphic Products).

Additional qualifications

- CLAIT certification in Word Processing, Spreadsheets and Databases.
- British Canoe Union One Star awards in Kayaking and Tandem Canoeing.
- 'One Star' St Johns Ambulance award.

Previous Employment

2010-Present

School of Life Sciences at the *University of Bradford*. Administering undergraduate admissions, including arranging interviews, planning and organising open day events, managing applicant details on a database, processing of information for visas and offering careers advice.

2007-2010

The Hub at the *University of Bradford*. Clerical support, including administrative work with the university's database system. Focussed on the processing of decisions for undergraduate applicants, administration of postgraduate research students, visa queries and face-to-face support for current students.

2004-2007

Department of Marketing and Corporate Communications at the *University of Bradford*. Included meeting and greeting prospective students and parents on open days and conducting tours, answering the phones for the university's clearing hotline and dealing with student enquiries, entering data into the student database system and general administrative work in a typical office environment. Job was on a part-time basis around my studies.

2004

Two month placement working for *Inovolve Ltd*, Leeds. Deployed installations of web-based content management systems for use on company intranets, including customisations using PHP, HTML and CSS.

Skills

Computing

- Have designed and maintained web sites for over 9 years, and familiar with content management systems such as Wordpress and Movable Type.
- Experience with most versions of Microsoft Windows since version 3.11, including knowledge of how the registry and configuration files work.
- 6 years experience of using Apple Mac OS X in a home environment.
- Member of the executive committee of the University of Bradford Computing Society 2002-2003.

IT

- Competent with Microsoft Word, Excel, PowerPoint and Access; also familiar with OpenOffice.org.
- Experience with AutoCAD.
- Regular use of the university database system, SITS:Vision, to enter data and produce reports.

Languages

- Native English speaker, excellent written and verbal skills and a large vocabulary. Attained GCSE grade B.
- Fluent speaker of French, with an A-level in the subject. Have also visited the country almost every year since birth. Achieved A* grade in GCSE German.

Communication

- Spent 3 years as a course representative (2003-2006), representing students on a committee of staff and students in the Computing department at University. Also served as an elected member of the council of the University of Bradford student union and take part in debates about union policy.
- Confident and friendly person who is on good terms with fellow staff members and students.
- Updated and maintained the web site for the university's student magazine and contributes articles. Was able to work alongside other editors and members to create issues as a team effort.
- Worked on the University's Clearing Hotline, dealing with high volumes of telephone calls from potential students wanting to enrol.
- Regular email, telephone and face-to-face support for applicants to degree courses.

Hobbies

- Run my own web site and weblog (www.neilturner.me.uk), based around Wordpress.
- Active interest in social media; superuser on Foursquare and active on Facebook and Twitter
- Hiking; former vice president of the university hiking and help to organise regular one-day and weekend hikes.
- Regularly socialise with friends at university.
- Reading and posting to online forums and social sites.
- Keen photographer, samples available at www.flickr.com/photos/neilt .

Referees

Available upon request.