

Curriculum Vitae Matthew Robinson

DOB 03/12/84
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Education

Bishop Stopford School	GCSE Grade A*	French, Maths, Physics
	GCSE Grade A	German, Chemistry, Biology, History, Information Technology, Electronics, English Language, English Literature
	GCSE Grade C	Graphics
Bishop Stopford Sixth Form	AS Level Grade A	Physics
	A Level Grade A	Chemistry, Biology, Maths French
	Cisco Certified Network Associate (Centre not accredited)	

Wadham College (Oxford University)
Final exams taken for BSc in Molecular and Cellular Biochemistry

Skills

I am familiar with a number of operating systems, including Windows from 3.11 to XP and Unix. I am capable of maintaining all of these operating systems within a TCP/IP network environment, including DHCP and DNS. I have a good knowledge of common word processing, spreadsheet, database and presentation packages. In particular I am capable of presenting complex scientific datasets in a clear and non-misleading fashion.

I have also completed a non-accredited course (Cisco Certified Network Associate) on computer networking, including structured cabling to TIA/EIA 568 standards, and troubleshooting TCP/IP networks.

In addition to the technical competencies outlined here I am experienced in typical technical support roles involving troubleshooting such systems for lay users over the telephone.

I am competent in standard lab procedures and analytical techniques, and the use of standard equipment for preparation of reagents including the use of Gilson-type micropipettes.

I have a good understanding of the use of statistics in such analyses, and of the need to avoid confusion in the presentation of such statistical analyses to lay people.

I understand the requirements of H&S, food hygiene and Data Protection regulations.

Employment History

October 2006 - Shepherd & Co. Solicitors - Legal Secretary
In another temporary role, I was responsible for greeting and directing clients in person and on the telephone, general office administration, transcribing dictated letters, and assisted in the drafting of documents.

May-June 2006 - Nationwide Building Society - Endowment Review
In a temporary role within Endowment Review I collected details relating to members endowment mis-selling complaints. This included explaining sometimes complicated procedures over the telephone to members who were dissatisfied or confused, identifying and recording information relevant to their complaints from both Society records, third party records and the members themselves and maintaining an accurate history relating to the case taken in the Respond complaint logging system.

Oct 2002 - Oct 2004 - Rushden & Diamonds FC - Football Steward
As a steward I was responsible for ensuring all safety procedures were followed, and acted as a first point of contact for customer service issues on matchdays.

Projects Undertaken

I have served as secretary of Oxford University Cave Club for two years, giving me valuable organisational experience. This post involved coordinating the activities of the club, often involving liaison between outside bodies and the club, and administrative duties including maintaining accurate club records.

For the last three years I have produced and presented a weekly radio show on Oxford local radio. The experience of working under tight time and quality pressures that this has provided me with is invaluable, and has in particular made me much more confident in presenting information verbally.

I maintain a small home network comprised of 5 hosts, running a variety of operating systems. In particular I administrate my own Linux server, and both structured cabled and wireless connections between this, other hosts and a commercial NAT router which acts as an internet gateway. I have also completed two periods of two weeks work experience within an NHS IT department in a general support role, and with a French computer retailer in a technical support role.

Personal

I am in generally good health, am a non-smoker and fluent French speaker. I have access to a car making daily journeys to and from the Northampton area around office hours, with some flexibility. I would have no objection to working night shifts if a post required this.