

Curriculum Vitae Matthew Robinson

DOB 03/12/84
Address 1 Wyvill Court
92 Botley Road
Oxford
OX2 0BX
Telephone 07762 061718
Email mail@matthewjrobinson.co.uk

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

In my laboratory course throughout my degree I have developed competency in a variety of standard analytical techniques. These include

- SDS/PAGE and isoelectric focusing
- Northern, Southern and Western blots
- Crossover/complementation genetic analyses
- Genetic transfection in *E. coli*
- Immunoassays including ELISA
- Fluorescence and absorption spectroscopy
- PCR amplification using automated cyclers
- Chromatography (thin-layer, ion exchange, size exclusion, affinity)
- Microbiological aseptic techniques

Use of model organisms including *S. cerevisiae*, *E. coli*, phages and *X. laevis*
I am competent in standard lab procedures, and the use of standard equipment for preparation of reagents including the use of Gilson-type micropipettes.

I also have a sound theoretical understanding of NMR, HPLC and genetic manipulations in other model organisms covered within the theoretical but not practical elements of my degree.

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 am familiar with a number of operating systems, including Windows from 3.11 to XP and Unix. 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 understand the requirement to conform to published laboratory operating procedures and best practice, and Health and Safety and food hygiene 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 would have no objection to working night shifts if a post required this.