

Julie Brandon B.Eng. (Hons.)

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Personal Profile

I am currently primarily looking for part-time office-based work. I have varied IT, technical and office-related skills; however, the inclusion of my “people” skills enable me to be adaptable to a wide variety of tasks (back office, front office and outreach.) Recently, my time as both a volunteer for and a company director of a charity has given me an understanding of many of the complex challenges that face small businesses and charities.

Key Skills

- Problem solving and critical thinking.
- Organised and diligent.
- Strong communication skills (internal and external clients in various settings.)
- Flexible. Fast learner. Self-driven.
- Multi-tasking; balancing priorities.
- Working towards time-bound goals.
- Monitoring and evaluation.
- Office and administration skills (including use of various office productivity suites.)
- Both a team player and independent.
- Wide technical and I.T. knowledge.
- Numerate and literate.
- Clean Enhanced DBS (registered with the update service for fast DBS clearance.)
- Equality and diversity.

Voluntary Work

Sight Support Derbyshire: Administration Volunteer

Oct 2013 (Ongoing)

- I provide administration and monitoring support to the Befriending Service Project Lead, such as collecting and collating monitoring information; creating evaluation and monitoring reports; contacting services users and volunteers for feedback information; updating, verifying and inputting information on databases; adapting and creating new databases; reviewing processes and procedures; distributing letters/information; photocopying and filing.

Macklin Street Surgery Patient Participation Group: Secretary

Oct 2012 (Ongoing)

- I perform various tasks as secretary of the patient participation group; for example, interacting with patients to ensure adequate patient voice and representation, attending meetings, taking minutes, assisting with the logistics of delivering busy flu clinics and fund-raising activities.

Derbyshire Friend: Trustee & Company Director

Feb 2012 – Sept 2014

- As a member of the board I was legally responsible for the governance of the charity, handling matters such as: risk management, finance and budgeting, planning and strategy, monitoring and evaluation, funding applications, human resources, policies and procedures, safeguarding, and equality and diversity.

Derby Adult Learning Service: Learning Partner

Jan 2012 – Feb 2013

- I supported learners in accessing learning opportunities; I gave emotional support, helped them with complex manual tasks and encouraged them to integrate with other learners.

Derbyshire Friend: Volunteer

2006 (Ongoing)

- Training delivery (both in-house and external training.) Community engagement and development (including the development and delivery of support groups, engaging with the community at events, and health promotion work.) Various administrative and I.T. tasks (including solving technical problems, graphic design, website maintenance, monitoring and evaluation, and the production of spreadsheets and graphs.)

Carer & Home-maker Duties

1995 – 2006

- Various home-maker commitments from the completion of my degree until I began volunteering in 2006.

Continued overleaf ...

Employment History

IBM UK Havant Plant Ltd: Computer Programmer July 1991 – June 1992 (Seasonal)

- Whilst studying for my Degree, I applied for a temporary industrial placement at IBM. Within the Quality Assurance and Control department, I wrote programs using Statistical Analysis Software language to assess changes to the computer hardware manufacturing process.

Westminster Plant Co Ltd: Office & Database Administrator July 1990 – Aug 1990 (Seasonal)

- I was invited back, during a gap between studying, to develop additional database-reporting systems and to perform general office & IT administration tasks.

Westminster Plant Co Ltd: Data Entry Operator July 1989 – Sept 1989 (Seasonal)

- During a gap between school and University, I was employed as a data entry operator. After completing my task ahead of schedule, I realised I could help each department track the real-time location of their on-hire equipment by constructing database-reporting systems (and was subsequently authorised to spend the remainder of my period of employment doing so.)

Formal Qualifications and Awards

<i>EDI Certificate in Customer Service (Level 2)</i> Remploy, Derby	2014
<i>BCS IT User Skills (ECDL Extra) (ITQ) (QCF) (Level 2) (MS Word, Excel & PP 2010)</i> DBC Training, Derby	2013
<i>City & Guilds Preparing to Teach in the Lifelong Learning Sector (Level 4)</i> Derbyshire Friend, Derby	2011
<i>OCR Adult Numeracy (Level 2) and Adult Literacy (Level 2)</i> Derby Adult Learning Services, Derby Multicultural Centre, Derby	2011
<i>Signature Deaf Awareness and Communication (Level 1)</i> Derby Adult Learning Services, Bemrose School, Derby	2010
<i>OCN Lesbian, Gay, Bisexual and Transgender Awareness (Level 2)</i> <i>City & Guilds 7300 Introduction to Trainer Skills</i> Derbyshire Friend, Derby	2010
<i>CACDP British Sign Language (Level 1)</i> Derby Adult Learning Services, Rycote Centre, Derby	2009
<i>Computer Systems Engineering Bachelor of Engineering Honours Degree</i> Lancaster University, Lancaster	1995
<i>3 GCE A-Levels, 1 GCE OA-Level, 6 GCE O-Levels & 3 CSEs</i> The Longfield School, Longfield, Kent	1986 – 1989

Additional Training And Informal Awards

<i>Principles of Business & Administration</i> – Havering College (Ongoing training leading to qual.)	2014
<i>Sage Payroll</i> – Derby Adult Learning Services (Training)	2014
<i>Volunteer Shining Star</i> – Community Action Derby (Award)	2011 & 2014
<i>Minute Taking Workshop</i> – Community Action Derby (Training)	2014
<i>Suicide Awareness</i> – Rural Action Derbyshire (Training)	2013
<i>Enhancing your Listening Skills</i> – Relate / Ting Training (Training)	2013
<i>Safeguarding Adults: Recognition & Alerting</i> – S. Bryan Safeguarding (Training)	2012
<i>Same-Sex and LGBT Domestic Abuse Training</i> – Derbyshire Friend (Training)	2012
<i>Alcohol Awareness and Brief Interventions Training</i> – DAAS (Training)	2012
<i>Introduction to Assessment and Portfolio Building</i> – Aim Awards (Training)	2011

Hobbies and Interests

- Volunteering & Community Engagement.
- Science & Nature.
- Technology & Computing.
- Photography.
- Music (both attending live music and learning to play the Ukulele and keyboard.)