

Paul Parkin

PC Buddy at Ilkeston Library

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Summary

Over 15 years providing ICT Support and working in the youth and publicity/media sector

Trained in: PAT Testing, Fire Safety Course, Emergency First Aid, Intro to Child Protection, Behaviour Management, Health & Safety Awareness for Child Carers Certificate, Food Hygiene, Developing Creative Skills for Children, Christian Youth Work, Filmmaking, Graphic Design

- Providing IT support for learners in one to one and group sessions
- Created presentations and promotional material using, video, photography, images and PowerPoint
- Organise and arrange activities for all ages, Including quiz, days out, sports, games and entertainment.
- Membership and Stock Control management
- Treasurer for Youth Club including creating quarterly and annual reports using excel and powerpoint.
- Marketed and promoted services, communicating to targeted audience through various media (Paper, E-Newsletter, Social Networking and other).
- Assisting customers with all queries and purchases
- Organised, setting up and deliver activities
- Provided 1st and 2nd line ICT support.
- Created, updated and maintained inventory Database
- Managed Library IT Suite and responsible for issuing password to accounts, booking and scheduled students on IT system, monitored and insured smooth running of IT Suite

Specialties

Showreel and Talent Promoting

Creative Writing Scripts and Stories.

Communication through various media

Photography (Digital).

ICT User and PC Support.

Publicity - Newsletter, leaflets, posters, e-newsletters etc.

Video Editing and Camera work.

Events Stewarding, Planner and organiser.

Youth and Community Work

Experience

PC Buddy at Derbyshire County Council

June 2010 - Present (1 year 7 months)

- Providing IT support for learners in one to one and group sessions
- Preparing, organising and delivering lessons
- Assuring all computers are ready for use
- Maintaining Health & Safety procedures for all learners and staff

Youth Support Worker at Lighthouse Youth Club

August 1994 - Present (17 years 5 months)

- Organise and arrange activities for under 16's
- Responsible for membership management
- Treasurer for finance of Youth Club including creating quarterly and annual reports
- Marketed and promoted services, communicating to targeted audience through various media (newsletters, posters etc.).
- Stock controller of all goods for sale in tuckshop
- Created presentations and promotional material using, video, photography and PowerPoint
- Responsible for ordering all equipment at Youth Club
- Assure all staff and young members are safe and follow club protocol

Assistant Volunteer at Debra Charity Shop

August 2008 - November 2008 (4 months)

- Excellent customer service
- Assisting customers with all queries and purchases
- Maintained shop floor to a high standard, replenished and priced merchandise
- Took day takings to bank

Assistant Play Worker at Cantelupe Kids Club

January 2004 - January 2006 (2 years 1 month)

- Organised, setting up and delivered activities
- Prepared meals following strict Food Hygiene regulations
- Maintained and safely stored away all equipment
- Insured the well being of all individuals
- Marketed and promoted services provided by club

ICT Support at TWMedia

August 2003 - November 2004 (1 year 4 months)

- Marketed and created clientele
- Provided PC and software diagnostics
- Supported clients with email, internet and general IT training

ICT Support at South East Derbyshire College

February 1993 - August 2000 (7 years 7 months)

- Provided 1st and 2nd line ICT support to students, staff and visitors
 - Responsible for assuring the deliveries, storage and installation of all IT equipment and consumables
 - Daily checks of all equipment to ensure the smooth running of IT services
 - Created, updated and maintained inventory Database
 - Regulated and assured all staff and students followed all Health & Safety protocol
 - Managed Library IT Suite and responsible for issuing password to accounts to authorised staff, booked and scheduled students on IT system, monitored and insured smooth running of IT Suite
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Volunteer Experience

Graphic Designer and Video Edit at Nottingham Wildlife Trust

May 2011 - November 2011 (7 months)

- Created presentations and promotional material using, video, photography and PowerPoint
- Marketed and promoted services provided by organisation, communicating to targeted audience through various media (newsletters, posters etc.)

Creative Media at Nottingham Road Methodist Church

August 2000 - Present (11 years 5 months)

- Organise and arrange activities for all ages
 - Marketed and promoted services provided by organisation, communicating to targeted audience through various media (newsletters, posters etc.)
 - Created promotional material using, video, photography and PowerPoint
 - Communication between other clubs, organization, council and public via various media (Internet, E-News and email)
 - Creating presentations using video, powerpoint and multimedia to present information for group work, presentation nights and church service
 - Lighting, camera work, photography and video editing for shows, events pantomimes and Church Service
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Skills

InDesign

Photoshop

Digital Photography

Video Editing

Online Communities

Community Outreach

Youth Work

Photography

Event Planning
Event Management
Organisational Skills
Database Management
Membership Management
Microsoft Office
PDF
HTML
Prioritisation
Online Research
Internet
Desktop Support
Tutoring
Training Skills
Serif Webplus
Serif Pageplus
Serif Photoplus
Non-profit Events
Newsletter Production
Promotional Material Design
Online Marketing

Education

University of Derby

Adobe Software CS5, 2010 - 2010

University of Derby

Film Making, 2010 - 2010

South Nottingham College

C&G Webdesign Level 2, 2009 - 2010

Derbyshire Adult Learning

ICT, 2007 - 2009

South East Derbyshire College

ICT and Support, 1993 - 2000

Woodlands Community School

GCSE, 1989 - 1992

Interests

Digital photography, Walks, Mysteries, paranormal, Sports, Creative Writing, Cinema/movies.

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[Contact Paul on LinkedIn](#)