

RICHARD GRAHAM CURTIS B.Sc.
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PROFILE

Skilled and resourceful relational database designer and administrator seeking next rewarding opportunity to make a dynamic contribution in an e-commerce environment.

IT SKILLS

- Educated to degree standard
 - Able to express technical issues to non-technical people
 - Captures and arranges screenshots to explain functions and procedures to end users
 - Prepares client's requirements database using DOORS
 - Microsoft Office 2003
(Word, Excel, Access, PowerPoint, Outlook)
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ACHIEVEMENTS

Relational database and detailed report produced for CIT-103 assignment. Extract from detailed report at http://www.rich57.co.uk/ents_database.html

Analysed, queried and filtered relational wiring databases to verify accuracy of drawings.

Proof-read communications prior to submission to clients.

Prepared and published technical specifications, test and acceptance documentation.

Prepared and delivered training courses using MS PowerPoint.

Created personal web site at <http://www.rich57.co.uk/> in 2006 using XHTML, CSS and a script editor, with focus on cross-browser compatibility and W3C accessibility issues.

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WORK EXPERIENCE

Ultra Electronics PMES, Rugeley
Casual worker (Senior Engineer) – Defence Power Systems
Feb 2007 – present (part-time)

- Prepared contracts requirements database using DOORS (a Windows application) for review prior to manufacture
- Updated equipment test specifications for submarine project
- Assisted with bid for replacement equipment for submarine project
- Reviewed component availability for power converter control modules

GVA Grimley LLP, Birmingham
Intranet Web Developer
March-April 2007 (short-term contract)

- Re-styled Company Intranet in accordance with visual design requirements and corporate branding.

Ultra Electronics PMES, Rugeley
Senior Engineer – Navigation Systems
1978 – 2005 (Permanent)

- Developed customisable electronic systems for naval applications using embedded VME and proprietary systems.
- Pioneered project requirements management using DOORS to improve targeting, testability and traceability.
- Achieved acceptance into service of data distribution units for Minehunter vessel.
- Worked with suppliers to achieve successful integration and usability of military GPS.
- Co-operated with other system manufacturers to perform integration tests.
- Set up intranet Office and Email support forums to improve employee IT skills.

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EDUCATION AND QUALIFICATIONS

National IT Learning Centre Jan 2006 – Present

Currently undertaking a self-funded, open and distance-learning course; working towards a Web Design & Development certification. Future modules include:

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|--------------|---------------------|
| ▪ ASP.Net | ▪ Dreamweaver |
| ▪ XML | ▪ Fireworks & Flash |
| ▪ E-Commerce | |

Cannock Chase Technical College

Sep 2006 – Jun 2007

- Adobe Photoshop & Image-Ready (part-time)

Reading University

1978

- BSc: Cybernetics and Control Engineering.

TRAINING RECEIVED

- Health & Safety Awareness
- GroupWise Email
- MS Word (advanced)
- DOORS two-day introduction
- DOORS Programming with DXL

TRAINING DELIVERED

- Operator & Maintainer Training for SHOLIS - a flight operation safety system
- Officer & Maintainer Training for a Minehunter Navigation Data Distribution System