

RICHARD GRAHAM CURTIS

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PROFILE

Skilled requirements manager with solid experience building and maintaining hardware and software databases using DOORS. Now seeking next rewarding opportunity to make a successful impact in a technically-focused team.

EXPERTISE

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| <ul style="list-style-type: none">▪ Pre-processing of external requirements documentation▪ Import of data from text or Word documents▪ Analysis of requirements to determine feasibility, quality, testability, measures, closure▪ Apportionment to constituent modules or sub-assemblies▪ Linking of requirements for impact and traceability analysis▪ Export of data to external documentation▪ Database maintenance▪ Microsoft Office (7 years)
(Word, Excel, Access, PowerPoint, Outlook)▪ System design of embedded processor-based data distribution systems▪ Preparation of production and acceptance test documentation |
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ACHIEVEMENTS

- Conducted all database activities for SHOLIS, a project to inform the command team about the safety of flying evolutions aboard Duke Class frigates.
- Provided consultancy on aspects of database set-up, development and maintenance.
- Prepared technical specifications for defence electronic systems manufacturer using Word.
- Prepared and delivered training courses using PowerPoint.
- Development of personal web site at rich57.co.uk in 2006 using XHTML 1.0, CSS and a script editor, with focus on cross-browser compatibility and accessibility issues. Site validates as XHTML Strict & CSS.

WORK EXPERIENCE

Ultra Electronics PMES, Rugeley
Senior Engineer
Feb 2007 – present (part-time)

- Maintained design requirements database using DOORS (a Windows application)
- Prepared technical documentation using DOORS export facilities for final design review prior to manufacture
- Assisted with technical documentation for a submarine console bid

GVA Grimley LLP, Birmingham
Intranet Web Developer
March-April 2007

- Re-branded Company Intranet in accordance with visual design requirements and corporate image.

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.

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. Completed modules include:

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| ▪ MS Office 2003 | ▪ HTML 4.01 |
| ▪ CSS | ▪ JavaScript |

Future modules include:

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

Cannock Chase Technical College

Sep 2006 – Present

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

Reading University

1978

- BSc: Cybernetics and Control Engineering.

TRAINING RECEIVED

- DOORS DXL
- Health & Safety Awareness
- GroupWise Email
- MS Word (advanced)

TRAINING DELIVERED

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

PREFERRED EMPLOYMENT LOCATION

- Staffordshire
- West Midlands
- within reasonable commuting distance of postcode