Tom Simpson

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Professional and highly effective Technology graduate with administration and broader IT related experience. Skilled in delivering cost-effective solutions to meet challenging objectives. A high achiever who is organised, self motivated and quick to learn.

Key Skills & Experience

- Comfortable using Microsoft's Office tools, which include Access, Excel and Word. Through university degree, familiar with design programs such as Adobe Photoshop and Autodesk 3ds Max.

- Graduate - BSc (Hons) Computer Games Technology. Modules included: Imaginary Architecture and Imaginary Worlds; Real Time Group Projects; Game Producer; Advanced Game Graphic Technologies.

- Excellent organisational, communication and team working skills.

- Lateral thinker and problem solver who is flexible and responsive to client's requirements.

- Reliable and organised – able to manage time very efficiently.

Employment History

July 2010 – Present: Database Administrator – Community First for Portsmouth

This position involves the day to day administration of a Voluntary and Community Sector database in Portsmouth. Duties include the creation of reports, compiling mailing lists and responding to requested changes to the database.

Alongside work on the database itself, worked on producing and publishing marketing materials as well as a directory of Voluntary and Community Sector organisations in Portsmouth, utilising graphic design skills on both.

Maintained Community First for Portsmouth's website through their Content Management System, Joomla.

June 2010 – July 2010: Admin Assistant – Denmead Community Association

This voluntary position involved general office duties, such as filing and photocopying as well as processing invoices for customers and groups using the community centre.

Other duties included typing, maintaining the website, dealing with the public on a day to day basis and setting up rooms as required by various groups.

Utilised design skills to produce a certificate for children taking part in the centre's annual summer holiday club.

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2002: Junior System Technician – IBM Hursley (School Work Experience)

This educational work involved networking maintenance on Switched Ethernet. As well as operating system deployment tasks (Windows, Linux). Utilising system image tools (Ghost) and Virtual systems (Vmware).

Started working on a novel usage of an open source game and developing a 'mapped' virtual world of the local office environment.

This was within a customer facing department, IBM Innovation Centre (IIC) based in Hursley, working with Business Partner developers during their development cycle and testing.

Education and Qualifications

2006 – 2009: University of Portsmouth, Hampshire

BSc (Hons) Computer Games Technology Second Class Honours

Modules Included:

Imaginary Architecture and Imaginary Worlds	Real Time Group Projects
Game Producer	Advanced Game Graphic Technologies

2003 – 2006: South Downs College, Hampshire

A Levels: Computing (D), English Language (D), Physics (D)

AS Levels: History (E), Mathematics (C)

INTERESTS:

Bowling

Member of the University of Portsmouth's Ten Pin Bowling society, taking part in national competitions.

Computer Games

Both to play and to develop. Recently took part in University of Portsmouth's first Game Jam, working in a team to create a game in a week.