

**Christopher McKenna**  
**28 Harvey Gardens**  
**Loughton, Essex**  
**IG10 2AD**  
**020 8508 8543 / 07813 944668**  
[cmckenna@sucs.org](mailto:cmckenna@sucs.org)

## **PERSONAL PROFILE**

I am a hard-working, conscientious individual. I am able to work as part of a team or on my own initiative. I am reliable, trustworthy, enthusiastic and honest; I enjoy helping people and problem solving. I enjoy a challenge and like to learn new skills. I am good at thinking outside of the box to expand my working potential.

## **KEY SKILLS**

- Excellent Communication skills
- Excellent I.T user skills
- Excellent Customer Services skills
- Cartography skills
- Excellent Problem solving skills
- Excellent Administration skills
- Confident and Enthusiastic
- Writing to detail

## **EDUCATION AND TRAINING**

<b>School/College/Provider</b>	<b>Course</b>	<b>Date</b>
Kings of Wessex Community School Cheddar, Somerset	GCSEs, I.T Science Geography Mathematics English Language / Literature German Art Graphics A-levels, Computing Psychology Geography	1993 – 1998

## **AWARDS**

Barbara Burrows Award for Achievement at Fairlands Middle School.

Good Citizenship Award at Kings of Wessex Community School, for my work in the school & community in computing, back-stage, library and Amnesty International.

Long Service Award by the Swansea University Computer Society, for 'Endless service to the society'

## **EMPLOYMENT HISTORY**

<b>Date</b>	2005 - 2007
<b>Job Title</b>	Rural Development Advisor
<b>Company &amp; Location</b>	Defra / Natural England
<b>Duties</b>	Telephone and email contact for agri-environment scheme agreement holders. I was also responsible for maintaining paper and computer-based records of agreements, and processing annual claims.

<b>Date</b>	2001 - 2005
<b>Job Title</b>	Cartographer
<b>Company &amp; Location</b>	Defra (Department for Environment Food and Rural Affairs)
<b>Duties</b>	I was responsible for updating and producing digital maps of farm-scale agri-environment scheme agreements using a variety of computer software. I also worked as lone worker health & safety system co-ordinator and first aider.
<b>Date</b>	2001
<b>Job Title</b>	Branch Administrator
<b>Company &amp; Location</b>	Pre-School Learning Alliance, North Somerset & BANES branches
<b>Duties</b>	I was responsible for ensuring the smooth running of the office, answering the telephone, dealing with emails and post, arranging appointments and meetings, organising diaries.
<b>Date</b>	1999
<b>Job Title</b>	Various Positions
<b>Company &amp; Location</b>	Staffsign, Wells, Somerset
<b>Duties</b>	Royal Bath & West Show, waiter at stockman's supper and judge's lounge Clare Hall Residential Nursing Home (BUPA), preparing food, including special menus. D&J Mobile Catering of Leicester, worked at 'Truckfest' and British Grand Prix serving food in a high pressure environment. Ascot Racecourse Hospitality, bartending during the Royal Ascot meeting. The Cornish Pasty Company (mobile) Ltd. Serving pasties from a mobile catering van during the New Wine and Soul Survivor Christian Festival.
<b>Date</b>	1998
<b>Job Title</b>	General Assistant
<b>Company &amp; Location</b>	Road Chef Sedgemoor Motorway Services
<b>Duties</b>	Preparing and serving food, cleaning tables, general hygiene
<b>Date</b>	1997
<b>Job Title</b>	Work Experience
<b>Company &amp; Location</b>	Northern Technical Computing, North Yorkshire
<b>Duties</b>	Working with CAD packages and CAD optimised computers, assembling and testing computers
<b>Date</b>	1996
<b>Job Title</b>	Work Experience
<b>Company &amp; Location</b>	Kings of Wessex Community School, Cheddar, Somerset
<b>Duties</b>	Upgrading the Business Studies Windows NT based network
<b>Date</b>	1994
<b>Job Title</b>	Work Experience
<b>Company &amp; Location</b>	Grosvenor Technical Management Ltd. Hertfordshire
<b>Duties</b>	Working with computer-based security and access control systems, I worked in research and development (software) and on-site visit to ministry of Agriculture, Fisheries and Food with Technical Support.

**References are available on request**