

Christopher McKenna
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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

School/College/Provider	Course	Date
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

Date	2005 - 2006
Job Title	Rural Development Advisor
Company & Location	Defra / Natural England
Duties	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.

Date	2001 - 2005
Job Title	Cartographer
Company & Location	Defra (Department for Environment Food and Rural Affairs)
Duties	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.
Date	2001
Job Title	Branch Administrator
Company & Location	Pre-School Learning Alliance, North Somerset & BANES branches
Duties	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.
Date	1999
Job Title	Various Positions
Company & Location	Staffsign, Wells, Somerset
Duties	Royal Bath & West Show, worked as a waiter in the stockman's supper and lounge areas, serving visitors, taking orders. Clare Hall Residential Nursing Home (BUPA), preparing food, including special menus. D&J Mobile Catering of Leicester, worked at 'Truckfest' at the Royal Bath & West Showground and the British Grand Prix, Silverstone Circuit, cooking and serving food in a high pressure environment. Ascot Hospitality, Ascot Racecourse, 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, the Royal Bath & West Showground.
Date	1998
Job Title	General Assistant
Company & Location	Road Chef Sedgemoor Motorway Services
Duties	My role included preparing and serving food, cleaning tables, general hygiene
Date	1997
Job Title	Work Experience
Company & Location	Northern Technical Computing, North Yorkshire
Duties	working with CAD packages and CAD optimised computers, assembling and testing computers
Date	1996
Job Title	Work Experience
Company & Location	Kings of Wessex Community School, Cheddar, Somerset
Duties	Upgrading the Business Studies Windows NT based network
Date	1994
Job Title	Work Experience
Company & Location	Grosvenor Technical Management Ltd. Hertfordshire

Duties

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