

Gordon Scott Valentine

Address : Available to you on request.
Telephone : Available to you on request.
Mobile : Available to you on request.
Email : me@gordon-valentine.com

Marital : Single
Nationality : British
D of Birth : 29 September 1979

Education

1991-1996	Balfron High School	Scottish Standard Grades 6 Passes at Grade 4 (Standard Pass) including Maths and English
1996-1999	Stow College	Scottish HND in Computing Science 3 Merits, 9 Passes

Employment

Feb 2000 Alcan Foil Europe
- June 2000

IT Trainer

Training over 130 shop floor staff in the use of PC's and key business systems. The training was delivered in the classroom and at the operator's workplace. On going support provided via a helpdesk and patrolling the shop floor.

Jan 2001 Peatling Training &
- Sep 2002 Development Limited

IT Manager/Trainer

Updating and maintain the company LAN, which included updating the local Intranet and Internet. Training clients and staff on a one-to-one basis in the use of a variety of IT systems and software packages. Providing helpdesk support to all employees via telephone and e-mail.

Sep 2002 MG Training
- Ongoing

IT Support

Updating and maintaining the company website, providing support to all staff in the use of IT hardware and software as required.

Mar 2003 Peterborough Sports
- Ongoing Stadiums Limited

Bar Staff / Wine Cellar Supervisor (Part Time)

Serving drinks to customers, handling cash, responsibility for cashing-up, supervising other staff and maintaining control of stock in the wine cellar

Interests

Enthusiastic cyclist with experience of maintaining my own and friends' cycles.

Webmaster for various websites including the community website www.thebythams.org.uk

Recreational walking.

Other Information

D32 NVQ Assessor Award.

Level 2 Award in Food Safety in Food Hygiene.

First Aid at Work.

Proficient in the use of MS Windows, MS Excel, MS Word, Macromedia Dreamweaver.

I am a non-smoker with a clean driving licence.

References

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