

Curriculum Vitae: **Stephen Edward Melody BSc (Hons) MBCS**

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Full clean UK driving license and own transport

Professional Profile:

Enthusiastic and self motivated IT professional, with the capacity to plan and prioritise tasks. Ability to build relationships and communicate with people from different technical, business and cultural backgrounds. Proven competence working in locations across Europe. Able to work well on own initiative as well as a part of a team. Under significant pressure, possesses a strong ability to perform effectively.

Objective:

Looking to build on an extensive range of business and technical skills within a suitably challenging role. Keen to progress further professional development.

Education:

Date	Institute	Achievements
2004 – 2008	Leeds Metropolitan University	1 st Class Honours - BSc Business Information Systems (4 year Sandwich Course)
2001 – 2003	Becket RC 6 th Form College	4 A Levels - Geography (C), General Studies (C), Chemistry (E), Physics (E). 1 AS Level – Ethics (C)
1996 – 2001	Becket RC Comprehensive	10 GCSEs - 2 x A*, 5 x A, 3 x B.

Awards / Professional Memberships:

Date	Award / Membership
2008	John Wiley Prize for Outstanding Achievement on a Business / Information Degree Course
2008	Innovation North Dean's Certificate for Services to Students 2008
2008	Member of the British Computer Society – MBCS

Courses / Qualifications:

Date	Institute	Achievement
21/11/08	Office of Government Commerce (OGC)	Prince 2 Certified Practitioner
19/11/08	Office of Government Commerce (OGC)	Prince 2 Certified Foundation
7/6/2006	Federation Against Software Theft (FAST)	FAST Approved Software Auditor
18/8/2005	Federation Against Software Theft (FAST)	FAST Approved Software Manager
2003 – 2004	Chartered Management Institute	Level 3 NVQ in Supervisory Management

Employment History:

May 2007 – Present IT Development Manager United Cast Bar Limited, Chesterfield, Derbyshire, UK.

Systems, communications and hardware manager for the United Cast Bar group, developing and implementing the company's IT infrastructure in line with the company's strategic goals, reporting directly to board of Directors.

Key Responsibilities:

- Complete overall responsibility for server data-centre, providing services to a number of group companies around Europe.
- Design and develop strategic hardware changes in order to amalgamate all UCB group companies onto one shared hardware platform to provide visibility across the group.
- Manage 16 servers and over 70 desktops located at 4 sites through Europe, as well as provide strategic and technical support to other group companies, not utilizing the current UK data-centre.
- Manage software and hardware assets to comply with FAST standards.
- Define and distribute IT based policies and procedures for acceptable use of IT equipment.
- Manage the mobile and landline based communications for the UK based companies.
- Provide technical assistance to the marketing department.
- Implement latest technologies to enable employees to have the most up-to-date information when visiting clients / customers.

Key Achievements:

- Amalgamation of Swedish distributor to UK IT system, including new hardware and implementation of ERP system.
 - Implementation of new servers and server reconfigurations in Germany, Austria, Sweden and UK
 - Team member on implementation of new ERP system at UK distributor.
 - Configuration of secure VPN communication links between group companies.
 - Provide feasibility analysis, design, specification, implementation and project management of High-Definition Video Conferencing solution across the group. (UK, Spain, Germany, Austria, Italy, Czech Republic, France, Sweden)
 - Key team member in amalgamation of IT systems across group including advising on IT strategy and implementation of systems, working alongside KPMG Consultancy (Spain) and Indra Software Development (Spain).
 - Management and review of mobile and fixed telecommunications links – Renegotiation of mobile contract for all subsidiaries of parent group.
 - Full disaster recovery and risk reduction process following flood (summer 2007) including restored services in a hosted environment within 24 hours and setup of remote sales office to allow for business continuity.
 - Design and specification of new server room, including backup generator power and fire suppression systems to ensure continuous operation.
 - Implementation of secure remote access through VPNs, 3G / HSDPA / GPRS, Wi-Fi and home broadband for remote workers.
 - Implementation of push email to platforms including Windows Mobile Device, iPhone, Sony Ericsson and Nokia.
 - Software Asset Management to Silver status with FAST.
 - Good knowledge of Microsoft Server 2003, Active Directory, Group Policies, Microsoft SQL, Microsoft Exchange, Citrix Presentation Server, DHCP, DNS, IP configuration, Hardware Configuration, Data Protection and Backup.
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Sept 03 – May 07 Marketing/Systems Support United Cast Bar Limited, Chesterfield, Derbyshire, UK.

Pre-university gap year / mid degree part time / sandwich course placement work for the United Cast Bar group developing their corporate livery, web presence, e-commerce and marketing tools as well as systems, hardware and communications support.

Key Responsibilities:

- Maintenance and development of corporate website.
- Development of CD and web based sales and marketing tools.
- Support ERP System across 4 sites (3 x UK, 1 x USA).
- Day to day running and maintenance of IT architecture.
- Management of IT Assets to FAST Bronze Level.
- Responsible for IT at Sales Conferences in the UK and abroad.
- Development of corporate and technical presentations, used at customer locations.

Key Achievements:

- Development of PHP and MySQL based relational asset management system.
 - Development of PHP and MySQL Online Applications Directory used as a sales, marketing and training tool.
 - Redesign of corporate livery and all marketing materials to ensure a consistent image throughout the group.
 - Redevelopment of corporate website to reflect the new corporate livery.
 - Integral part of the specification team for a new e-commerce platform.
 - Presented to group directors on various IT and Marketing related topics both in the UK and abroad.
 - Finalist in Year in Industry Regional Contribution to Business Awards (www.yini.org.uk).
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Hobbies and Interests: Keep fit / going to the gym, football, travel, technology.

References: Available on request.