

Patrick Kelly

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I am an experienced and versatile IT Trainer (PC/Mac, TAP Accredited, TPMA Accredited, MOS Expert). I have worked in this field since 1999. I work on my own initiative in a variety of disciplines including negotiation, preparation and delivery of high-quality training. Clients include: Heritage Lottery Fund, Royal College of Psychiatrists and the National Audit Office. Full Member of the Institute for IT Training. I am currently preparing for PRINCE II examinations.

Training and Teaching Experience

Most Recent Independent Freelance IT Training Projects:

September - October 2009	Happy / BIG Lottery Fund	Windows XP / Office 2007 Conversion training: plan training, create materials and deliver Office 2007 conversion rollout to BIG offices throughout the UK
December 2008 - March 2009	Human Fertilisation and Embryology Authority	Project Management, TNA, development of training materials and delivery of end user training of Tower Software's TRIM EDRM package
May 2006 (ongoing)	Natural History Museum	Development of training materials and delivery of end user training in all Microsoft Office and selected other packages
September 2004 – April 2005	Independent Police Complaints Commission	Project Management, TNA, development of training materials and delivery of end user training of Tower Software's TRIM EDRM package
December 2003 (ongoing)	National Maritime Museum	Development of training materials and delivery of end user training of Tower Software's TRIM EDRM package

Current Associate IT Training Relationships

Companies: **Happy Computers, Laidlaw & Constable, The Training Surgery, Silicon Beach Training, Scope Education, Bray Leno Broadskill, Parity Training and ABCDEE Training**

- Prepare course materials

- Pastoral care as Form Tutor

Experience as Examiner

1997-2000 Welsh Joint Education Committee Cardiff
Assistant Examiner GCSE Media Studies
 1993-1995 Associated Examining Board Manchester
Assistant Examiner GCSE English Language, GCSE English Literature
 1994-1996 Southern Examining Group Guildford
Assistant Examiner, KS3 SAT English, A Level English Language

Other Experience

1999-date AOL/Bertelsmann Online London

Freelance online writer/columnist

- Trained in RainMan (AOL's proprietary Form Building Tool)
- Responsible for updating and archiving two healthy and popular areas
- Research and supply two weekly feature columns for AOL Local Life Channel
- Work closely with producer to target AOL audience effectively

Education and Development

2005 Metropolitan Film School London
Film Finance Training

2005 New Producer's Alliance/Zero-1 London
Film Producer's Boot Camp Training

2003 Achievement Specialists Bournemouth
Life Coach Training, LCH Dip. Qualification, Open College Accreditation

2000-ongoing Happy Computers London
TAP Training, and ongoing development in Packages

1993 City and Guilds
D32/D33 Assessor Training and Qualification

1989-99 Southampton University Southampton
PGCE English, Drama and Media

1984-87 Royal Holloway, London Uni. Egham, Surrey
BA (Hons.) Drama and Theatre Studies

Other Information

- Creative, imaginative, enthusiastic, articulate, dedicated and loyal.
- Highly motivated and thrive under pressure.
- Well organised, methodical and disciplined - but also easy-going and flexible.
- Good on deadlines and has worked in positions of responsibility.

Excellent references available on request.