

# Robert Dixon

## CV

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### Personal Profile:

I am a self-motivated individual with a strong knowledge in IT. I have the ability to make decisions and diagnose problems quickly while understanding the importance of following policies and procedures. I am able to work both independently and as part of a team to complete tasks and projects. There may be times that I will come across something I do not know, but I have a can-do attitude and am prepared to learn new skills in order to produce work of the highest standard.

### Key Skills:

- **Excellent Communication** – Fluent English, both written and verbal.
- **Collaboration and Teamworking** – Experience collaborating in pairs and groups, contributing ideas, views and opinions.
- **Leadership with Confidence** – Experience managing group projects, in addition to training and mentoring colleagues.
- **Analytical and Logical** – Problem solving with a logical approach, carefully following plans and procedures.
- **Entrepreneurial and Progressive** – Devising and suggesting new solutions to problems, embracing change and innovation.
- **Technical and Applied** – Knowledge and experience of several Operating Systems, software platforms and programming languages.

### Experience:

#### Computacenter | Software Development Graduate in Cloud and Data Center | July 2021 – Present

Supporting the design, development, upgrading, testing, implementation and delivery of several products, services and solutions.

#### CFB Ltd. t/a Momentum Business Development | Web Developer | November 2017 – March 2020

Creating web pages and websites, running Facebook and Instagram adverts and distributing email and SMS campaigns for various fitness clubs and brands such as Champneys, Parkwood Leisure and Link4Life. Additionally, providing in-house technical support and consultation for the office team.

University of Hertfordshire | Student Proctor | October 2019 – May 2020

Working alongside lecturers during tutorials and running extra sessions to provide support for first-year students in the BSc (Hons) Computer Science course.

**Education:**

University of Hertfordshire | BSc (Hons) Computer Science | September 2018 – Present

Passed first and second year with a 1st Class Honours overall. Due to graduate in September 2021.

- **Modules for Year 1** – Human Dimensions of Computing (1st), Models and Methods in Computing (1st), Platforms for Computing (2:1), Programming (1st).
- **Modules for Year 2** – Algorithms and Data Structures (2:1), Artificial Intelligence (1st), Computer Science Development Exercise (1st), Contemporary Issues (1st), Database Concepts (2:1), Operating Systems and Networks (1st), The C Family (1st).
- **Modules for Year 3** – Computer Systems Security (1st), Cyber Security (1st), Mobile Computing (1st), Network Protocols and Architectures (1st), Networks Project (1st), Project Planning (1st), Software Quality (1st).

Oaklands College | BTEC Level 3 90 Credit Extended Diploma in IT | September 2016 – June 2018

Completed course and awarded the highest grade of Distinction\*Distinction\*Distinction\* equivalent to 3 A-Levels at grade A\*.

- **Units for Year 1** – Communication and Employability Skills for IT, Computer Systems, Information Systems, Software Design and Development, Organisational Systems Security, e-Commerce, IT Technical Support, Website Production, Spreadsheet Modelling.
- **Units for Year 2** – Impact of the Use of IT on Business Systems, Computer Networks, EDP (Event Driven Programming), Object Oriented Programming, Database Design, Customising Client Websites, Developing Computer Games, Human Computer Interaction, Mathematics for IT Practitioners.

The Nobel School | Secondary School GCSE | September 2011 – September 2016

Awarded 9 GCSEs A\* - C including Maths, English and Science.

### **Awards and Achievements:**

- Passed driving test in 2018.
- Presented with a Go Herts Award in 2021 from my University for employability, enterprise skills and social responsibility.
- Completed the Hour of Code challenge, Google's Digital Marketing Online Training Course, cPanel Professional Certification as well as several LinkedIn Learning courses and skill assessments.
- Completed a four-week course of the National Citizen Service (NCS) and helped raise over £600 for the Garden House Hospice charity in 2016.
- Attended Stevenage Scouting from 2007 to September 2017 and received the Chief Scout Silver Award from the Mayor of Stevenage.
- Completed a World Challenge to Croatia with other students from my secondary school in 2014.

### **Hobbies and Interests:**

- Keeping fit by cycling and working out at home (gym before Covid).
- Mixing dance music and DJing at parties.
- Learning and practicing new IT and programming skills via online courses.
- Keeping up with the latest trends in technology via articles, videos and webinars.