## PROFESSIONAL TRAINER AND DEVELOPER

## *QUALIFICATIONS*

1995 – present	Continuous professional development in technical subjects.
2010	DELF B2 – 85.5% (Diplôme d'études de langue française).
1995	TEFL (Teaching English as a Foreign Language) certificate.
1989	Train the Trainer by LBMS.
1981-1982	PGCE (Postgraduate certificate in Education – secondary
	schools) in Physics with Outdoor Education.
1978-1981	BSc (Hons) Chemical Physics – Bristol.
1971-1978	A-levels – Maths (A), Chemistry (B), Physics (B); O-levels – 11 (7A, 4B)

## **COMPETENCES**

IT	28 years experience of technical training including 18 years of development and training in Office.  Design and development of databases using VBA/Access
	(also IDS II, IDMS, RAMOS, Approach and IDEAL). Word, Excel, Powerpoint, Outlook since Office 3.1.
	HTML with CSS and JavaScript.
General	Good level of spoken French, basic German, English – native
	Full clean driving licence.

## PROFESSIONAL EXPERIENCE

2010 - current	English teacher
	<ul> <li>Teaching English to adults as part of their professional development.</li> </ul>
1991-current	Self-employed as IT trainer, database developer and website
	developer.
	Contract trainer for Office courses at all levels.
	<ul> <li>Database development and IT support for small companies including by telephone and email.</li> </ul>
	<ul> <li>European trainer for WAN hardware manufacturer (ACT, Clarent).</li> </ul>
	Distance working with designer for website development.
1989-1991	In-house trainer at PHH.
	Training needs analysis.
	Course development.
	Development of new staff.
1988-1989	Independent travel in SE Asia and Australia.
1986-1988	Analyst programmer and project leader for Scicon (software
	house).
	<ul><li>Project management.</li><li>Customer relationship management.</li></ul>
1983-1986	Senior lecturer for Honeywell.
	Course development.
	Course presentation.
	Student assessment.