

## **Paul Mckeever**

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## **Personal Statement**

I am a motivated, enthusiastic individual with well-developed communication and organisational skills. I am very adaptable to new business environments and will always competently meet deadlines. I also have a firm understanding in Multimedia, website and graphic design principles. I have excellent problem-solving abilities and an advanced technical expertise in Information Technology.

## **Educational Details**

<u>University of Ulster Jordanstown</u>	Sept 2003 – May 2007
BSc Honours Interactive Multimedia Design	Second Class Honours Upper Division
Diploma in Industrial Studies	Commendation
<ul style="list-style-type: none"><li>• Professional Issues</li><li>• Multimedia Software</li><li>• Communication Design</li><li>• Design, Presentation and Reporting</li></ul>	
<u>Armagh College of Further Education</u>	Sept 2001 – June 2003
AVCE Information Technology	AA
A-Level Business Studies	B

## **Professional Experience**

### **Bmf Business Services, Moira**

*October 2007 – January 2008*

Website Developer/I.C.T. Executive (Full-Time)

Responsible for:

- Updating several business websites and developing online order forms.
- Providing I.C.T. technical support to office staff and managing Microsoft Small Business Server.
- Providing assistance in preparing designated hotel areas for public conferences and general support during the events.

### **Northern Ireland Statistics and Research Agency, Belfast**

*July 2005 – July 2006*

I.C.T Support Officer (Placement Post – Full-Time)

Responsible for:

- Providing I.C.T technical support for off-site interviewers and office staff through face-to-face and telephone contact.

- Setting up and continuous maintenance of computer pen tablets and office systems.
- Set-up and installation of both hardware and software applications.
- Organising and preparing Progress Reports for different household surveys.
- Updating electronic map waypoints for offsite-interviewers and survey sections.
- Allocating work onto USB pen drives and preparing the devices for postage to off-site interviewers.
- Liaising with staff members to prepare meeting rooms for briefings and debriefings.
- Providing Interviewers with additional computer equipment and advice during meeting schedules.
- Developing an interactive computerised help manual for Interviewers explaining how to resolve pen tablet-related problems using Multimedia software.
- Creating a questionnaire for office staff to gather information for the design of an Intranet system.
- Designing an Intranet system which is updated regularly with staff announcements, events and social outings whilst enabling access to specific computer files for authorised staff members.

**Gerard Byrne Tyres, Armagh**

*Feb 2002 – October 2007*

Tyre-Fitter (Part-Time)

Responsible for:

- Fitting tyres on cars, vans, Lorries and other road vehicles.
- Setting and adjusting wheel alignment and wheel balancing.
- Providing assistance with general mechanical work.
- Providing the highest level of customer services through both verbal and face-to-face contact.
- Preparing Invoices for customers.

**Additional Information**

- I have experience in working with a range of software such as Adobe Photoshop and Illustrator.
- I am also competent at using website design applications such as Macromedia Flash and Dreamweaver.
- I have experience in using Active Server Pages (ASP) for website development and a firm understanding in using Microsoft Office (Word, Excel, PowerPoint, Outlook and Access).
- I have expertise in the installation and maintenance of both hardware and software applications.
- I have experience in working with a range of operating systems, such as Windows 2000 and XP (Home and Professional Editions).

Marital Status: Single

Date of Birth: 15<sup>th</sup> March 1985

*References available on request*