

Please note: email addresses have temporarily been removed from this document to protect them from spam robots! If you want email addresses then please ask me. Apologies. My email address is on my website in a spam-protected format.

Alasdair Broun

Coolin View, Badicaul, Kyle of Lochalsh, IV40 8BB
01599 530 357 (home); 07780 922 036 (mobile)
<http://www.alasdairbroun.org.uk/>

PERSONAL PROFILE

Computer professional, with a wide variety of skills. Good at helping people with computing problems - can explain extremely complex matters in a simple and easy to understand fashion, verbally and in written or diagrammatic form. Useful problem-solver, good at assessing where a problem lies, and good lateral thinker, improvising workaround solutions. A person of wide-ranging abilities and interests. Enthusiastic about music, philosophy, and the outdoors, especially the Western Highlands of Scotland (where interests also include footpath-construction, bothy-restoration, medicinal herbs, and Gaidhlig).

COMPUTER EXPERIENCE SUMMARY

- ◆ **Hardware** - how a PC works, issues involved in upgrading such as RAM and L2 cache, CPU and L1 cache, chipset, hard disk drive, controllers (EIDE, SCSI etc), ports (serial, parallel, USB, FireWire etc), buses and expansion cards (ISA, PCI, AGP etc), BIOS and CMOS settings, internal and external component replacements.
- ◆ **Operating Systems - Windows 95/98/ME/2000/XP** - control panel items, device manager, system tools, dial-up networking, the registry, windows explorer, operating system maintenance, emergency start-up procedures, hardware and software installation etc. Using **DOS** commands.
- ◆ **Networking** - City & Guilds 7261-222 (Networking Level 2) qualified. Have studied networking fundamentals and **Windows 2000** installation and configuration at Lewisham College to a higher standard than this qualification.
- ◆ **Diagnostic Utilities** - Installation and use of **SiSoft Sandra**, **CheckIT**, and **OnTrack Data Advisor**, plus numerous small utilities for analysing system information such as disk space usage, duplicate files, etc.
- ◆ **System Optimisation** - have shown people how to improve system performance, by reducing unnecessary background processes, uninstalling unwanted applications, removing spyware, disk defragmentation, memory management etc.
- ◆ **Security** - Installation, configuration, use and testing of **Norton**, **McAfee**, and **AVG** anti-virus, **Zone Alarm** and **Sygate Personal Firewall**, **Ad-Aware** and **Spybot** spyware scanner; on-line security checks e.g. **GRC Shields Up**. Emergency virus removal via DOS and Safe Mode. Use of disk imaging programmes for backups, especially **Acronis TrueImage**.
- ◆ **Web Design & Development** - received formal training via intensive course involving **HTML**, and some **JavaScript**. Have designed my own website using **HTML**, **CSS** and **JavaScript** and assisted friends in designing theirs. Have also used **Dreamweaver** in a work environment. Have received training in **PHP/MySQL**.
- ◆ **Search Engine Optimisation** – extensive experience. Please refer to website under "promotion".
- ◆ **Internet / Email** - **Internet Explorer**, **Outlook**, **Outlook Express**, **Opera**, **Firefox**, **Netscape**, etc. Setting up internet connections, trouble-shooting connectivity problems, email / browser software configuration, optimisation, history (cache) and favourites (bookmark) management, etc.
- ◆ **Graphics / DTP/ Presentation** - Some experience of **Adobe PhotoShop**, **JASC PaintShop Pro**, **Ulead PhotoImpact** and **Quark Express**, and have taught **PowerPoint** to a businessman. Digital photography, scanning and use of OCR software, e.g. **ABBY Fine Reader**.
- ◆ **Multimedia** - Installation and configuration of **Net Meeting**, **ICQ**, **Windows Media Player**, **Real Player**, and **WinAmp**. Have written and published a tutorial on streaming media software.
- ◆ **Database Administration** - was responsible for day to day management of national database with over 45,000 records for large educational charity, working in **Superbase** (significant in the pre-Windows 95 era). Can design simple relational databases in **Microsoft Access** and have re-structured an Access database on a voluntary basis for a charitable organisation. Knowledge of **SQL**.
- ◆ **Office Suites** - **Microsoft Office**, **OpenOffice.org**. Have experience of teaching use of MS Office applications such as Word and Powerpoint.

ACADEMIC QUALIFICATIONS

4 S.C.E. Higher Grades (English, French, Biology, Geography) and 8 S.C.E. Ordinary Grades; Hamilton Grammar School, 1976 & 1977.

MA with First Class Honours: Philosophy & Political Science; University of Dundee, 1982.

Ph.D.: Philosophy, University of Lancaster, 1986.

WORK & TRAINING EXPERIENCE (from 1995)

- ◆ **Website Administrator** - maintained the main company site for a software company, and constructed a new site to enable potential customers to register for the software and view tutorials. Major role in developing GUI for the new software. **New Broom Software Ltd**, Sea View, Dundonnell, Ross-shire, IV23 2QZ; Sep 2004 – Feb 2005
- ◆ **PHP MYSQL Trainee** – building dynamic database-driven websites, and developing content management systems. **Fileanta Limited**, Dromore, Broadford, Isle of Skye; May – August 2004
- ◆ **IT Tutor** – wrote and delivered courses on IT on a voluntary basis in order to gain extra work experience. **Skye & Lochalsh Learning Centre Network** (SLLCN) and **Training & Guidance** (TAG), Portree; Mar – May 2004.
- ◆ **Search Engine Optimisation Consultant** - Set up a search engine optimisation service for an internet services company. **NetMedia Business Solutions Ltd**, Old Drynie Lodge, Kilmuir, North Kessock, Inverness, IV1 3XG; Feb - Aug 2003.
- ◆ **Website Administrator** - Performed a variety of computing tasks, mostly website maintenance. Maharishi Foundation Media Office, Roydon Hall, Tonbridge, TN12 5NH; early summer 2001- autumn 2002, initially on a voluntary basis, employee from winter 2001.
- ◆ **Networking Trainee** - Lewisham College, Lewisham Way, London, SE4 1UT; autumn 2001.
- ◆ **Computer Technician Trainee** - Scheidegger Training, Collingdon Street, Luton, LU1 1RX; from early summer 2001 to autumn 2002.
- ◆ **Self employed Home Computer Tutor** - Ran a home computer tutoring business on a short-term experimental basis, but, due to low levels of demand, decided to cease doing this for the time being. However, gained valuable experience in tutoring; summer 2001
- ◆ **Web Development Trainee** - Microtech Computer Services Ltd, Arliss Court, 24 Clarendon Road, Watford, WD17 1JY; early 2001.
- ◆ **Temporary Summer Hostel Manager.** - Managed remote youth hostel in north west Highlands of Scotland on temporary basis. Scottish Youth Hostels Association, 7 Glebe Crescent, Stirling, FK8 2JA; summer 2000.
- ◆ **Y2k Audit Administrator** – Set up equipment and supply chain database, researched Y2K information, wrote reports and devised a risk assessment procedure. Carr-Gomm Society Limited, Duke House, 6-12 Tabard Street, London, SE1 4JU; summer 1998-late 1999.
- ◆ **Microsoft Office Trainee 1998** - PCS Ltd, Marqueen House, 215 High Street, Beckenham, Kent, BR3 1BN; summer 1998.
- ◆ **Database Administrator** - Included responsibility for maintaining, updating, developing and refining customer database of 45,000 records, making it versatile and user-friendly, enforcing consistency in data entry, tracing and eliminating duplicate entries, introducing revised and expanded set of occupation codes, redesigning the database forms, and developing pre-structured report templates using SQL. (Maharishi Foundation, National Administration, 3a Maytree Walk, Skelmersdale, Lancs, WN8 6UP; 1995-1997.)

REFERENCES

Work Referees:

New Broom Software: Simone Nelson, 01854 633319

Fileanta: Kevin Mackenzie, 01471 820058

Skye and Lochalsh Learning Centres Network: Fiona Grant, 01478 611310

NetMedia: Alasdair Mackenzie, 01463 731927

Personal Referees:

Colin Andrews, Deputy Director, GAMBICA, St. George's House, 195-203 Waterloo Rd, London, SE1 8WB

Tim Rowe, Self-employed Website Designer, 38 Blanchard Close, Mottingham, London, SE9 4TZ