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# JORDAN MILNE

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Curriculum Vitae



Jordan Scott Milne,  
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*PERSONAL PROFILE*

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I have always had a passion for working with IT. I have also got a huge background of various skills within IT, such as CAD. I am a very competent user of Microsoft Office 2013. After finishing secondary school I want a challenge in my life where I can work with computer equipment or software.

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*EDUCATION/ QUALIFICATIONS*

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Exhall Grange School 2009 – 2016

➤ GCSE

➤ Design & Technology	C
➤ Triple Science	D
➤ Foundation Maths	D
➤ English language	D
➤ History	F
➤ Religious Education	G
➤ Physical Education	Entry 3
➤ Functional English	Level 1
➤ BTEC Business level	1 Award Pass

➤ Post 16 @ EGS

➤ Functional English	Level 1
➤ Cambridge Technical IT	Level 2
➤ GCSE Applied science	D
➤ OCN progression Diploma level	1 Pass
➤ Foundation Maths	D

➤ Dunlop Systems & Components Apprenticeship August 2016 - Present

➤ Functional IT	Level 1
➤ Functional Maths	Level 2
➤ LLA Health & Safety	PASS

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*ACHIEVEMENTS/ SKILLS*

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I have been running a club at school called The Games Room. I am in charge of keeping it running, to check up on it and report to the School Administrator if something isn't quite right. I have done a lot of work in the computer Games Room and I am very committed to getting it finished and running smoothly soon.

I also know basic HTML and CSS coding and webservers. I also have experience in troubleshooting and figuring out problem with networks, like the network at school.

I am frequently volunteer to solve basic IT problems within the school, with teachers and students often explaining what the issue was and give them a way of solving it themselves. I am keen to learn more skill in IT and grow my knowledge.

I am friendly, polite, sociable, and trustworthy and can follow instructions. I am also learning to drive.

I have taken part in a charity fund raising event for Zoey's Place Baby Hospice, I helped in the planning and organisation of a coffee/tea morning.

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#### *HOBBIES & INTERESTS*

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One hobby is running a YouTube group called SparkGaming365, I calculate the money we spend on the website and online storages using spreadsheets. I am very committed to creating good content for my YouTube channel. My main role with this is to play games and have and interact with other people. I base many of my videos around a sandbox game called Minecraft as you can create anything and it keeps your mind open to many possibilities.

I am also on the School Council sorting and I am also in charge of IT for the assemblies.

I am also very hands on as I have built a hedgehog house out of wood with correct dimensions, I have also built my own gaming computer with very high specs on a budget of £400. I am able to make the most with a small budget.

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#### *EMPLOYMENT & WORK EXPERIENCE*

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➤ **Dunlop System & Components:** - every Tuesday from 2014 - Present

- I have been working on:
- Set tasks of entering data into Excel.
- Creating parts on SolidWorks. (CAD)
- Doing administration work, Standers Operations, updating and maintaining build manuals.
- Some parts of the job works mainly on teamwork as we can correct each other on things we did wrong.
- I have designed parts by hand, and also used CAD software to check everything is present and correct.
- I am now currently as a PED Apprentice at Dunlop Systems & Components, studying Business Administration Level 2.

- **Ericsson:** - I have done work experience in a telecommunications company, I have learned the behind the scenes of how mobile phone works and how Telephone Masts function. The jobs here works mainly on these skills.
    - Communication with departments
    - Reading instructive information.
    - Writing notes for later use.
    - Doing Administration tasks.
    - Common sense and initiative – problem solving in a conference calls.
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#### REFERENCES

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Miss Parkhouse- Exhall Grange School 6<sup>th</sup> form leader/teacher – Exhall Grange School

- [Parkhouse.c@welearn365.com](mailto:Parkhouse.c@welearn365.com)

Mark Statham – Production Engineering Manager – Dunlop Systems & Components.

- [mark.statham@dunlopsystems.com](mailto:mark.statham@dunlopsystems.com)

Ari Kandiah Ariyaratnam – Senior Engineer Manager – Ericsson

- [ari.ariyaratnam@ericsson.com](mailto:ari.ariyaratnam@ericsson.com)