



JORDAN MILNE

Curriculum Vitae



Jordan Scott Milne,



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PERSONAL PROFILE

I have always had a passion for working with IT. I also have a huge background of various skills within IT, such as CAD. I am a very competent user of Microsoft Office 2016. After finishing secondary school, I wanted a challenge in my life where I can work with computer equipment or computer design.

EMPLOYMENT & WORK EXPERIENCE

- **Dunlop System & Components:** - 2014 - Present
 - **Work experience 2014 – 2016.** This had tasks like entering data into Excel to creating parts on SolidWorks. (CAD) it also included doing administration work, Standard Operations, Process Layouts, updating and maintaining build manuals.
 - **Apprenticeship 2016-2018.** I have done a 2 year Apprentice at Dunlop Systems & Components, studying Business Administration Level 2.
 - **CAD Technician 2018 – Present.** I have done 2 training courses with Solid Solutions, on modelling and how to layout drawings. My role consists of designing tooling to creating tooling using adequate machinery.

- **Ericsson:** - 29th June - 3rd July 2015 - I have done 1 week 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.

EDUCATION/ QUALIFICATIONS

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
➤ Business Administration Apprenticeship	Level 1
➤ LLA Health & Safety	PASS
➤ SolidWorks Essentials Training	PASS
➤ SolidWorks Drawings	PASS

ACHIEVEMENTS/ SKILLS

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

I frequently volunteered 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 skills in IT and increase my knowledge.

I am friendly, polite, sociable, and trustworthy and can follow instructions. I have a full driving licence.

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.

HOBBIES & INTERESTS

I am currently a committee member at The Greaves Club I update their social media along with running a local windows logon domain server there, I make sure that it does regular backups.

I am also create websites from basic themes, add loads of custom code, I usually make these for friends and small local businesses, such as The Greaves Club,

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

REFERENCES

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

➤ Parkhouse.c@welearn365.com

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

➤ mark.statham@dunlopsystems.com

Ari Kandiah Ariyaratnam – Senior Engineer Manager – Ericsson

➤ ari.ariyaratnam@ericsson.com