

Maxine Curry

IT Executive

AREAS OF EXPERTISE

Escalating technical issues

Connecting hardware

Installing software

IT troubleshooting

Identifying IT client

Team meetings

PROFESSIONAL

French speaker

First Aider

PERSONAL SKILLS

Attention to detail

Forward thinking

Focused

Hard working

CONTACT

Maxine Curry
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Driving license: Yes
Nationality: British

PERSONAL SUMMARY

A technically astute individual who has a proven track record of leading IT teams in a large corporate environment. Maxine is a disciplined thinker who is capable of working across organizational boundaries in a very demanding, high-output environment. She is a well organised logical thinker who is very enthusiastic by nature and who has a strong desire to succeed in anything she does. Right now she would like to join a company where the successful candidate is offered a competitive package along with excellent future career opportunities.

WORK EXPERIENCE

Company name – Location

IT EXECUTIVE Jun 2013 – Present

Responsible for liaising with the Project Delivery team to ensure that any new IT services introduced to clients are handed over in accordance with agreed Service Level agreements.

Duties:

- Ensuring maximum client access to and implementation of technology services and resources.
- Making sure that back-ups of all critical system data are taken and securely stored.
- Controlling, investigating and resolving technical issues.
- Making sure that integrated infrastructure and security designs are in place that support the business.
- Providing telephone and email support to customers to troubleshoot their problems.
- Controlling computer systems budgets and expenditures.
- Maintaining a current and accurate inventory of technology hardware, software and resource.
- Aligning Business and IT strategy through both formal and informal processes.
- Installing and maintaining computer hardware, software and networks in a variety of locations.

Company name - Location

JOB TITLE Employment dates (i.e. Aug 2011 – Jun 2013)

KEY SKILLS AND COMPETENCIES

- Experience of migrating sites to new servers and from test environments to live ones.
- Managing information technology and computer systems.
- Ability to communicate technical matters clearly in non-technical language.
- Able to spend long hours sitting and using office equipment and computers.
- Experience managing a team of Senior IT Professionals.
- Can remain focused in a noisy, busy and target driven environment.

ACADEMIC QUALIFICATIONS

Nuneaton University **2008 - 2011**
BSc (Hons) Sales Management

Coventry Central College **2005 - 2008**
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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