

CURRICULUM VITAE

PERSONAL DETAILS

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SPECIALISED KNOWLEDGE

Hardware: IBM PC to Pentium and many compatibles inc. PS/2, Compaq, Toshiba, Gateway 2000 & Dell, Apple Macintosh, Honeywell DPS7/617, PDP 11/70, IBM AS/400, WANG, HP9825, HP 86/87, Apple IIe, Comms to AS/400, WANG, DEC & Stratus.

Software: MS Access to 2000 [4], MS Word to XP [7], MS Excel [5], MS Powerpoint [4], MS Frontpage 2000 [4], MS Project 2000 [2], MS Exchange Server [2], MS IIS Server [2], Lotus 123 to V5 [12], Lotus Notes [2], Lotus Ami Pro [2], pcAnywhere [4], PMW [1], Norton Utilities [4], Adobe Photoshop to 7 [2], dBase III [1], cc:Mail [2], Groupwise [2], Wordperfect 5.0 [2], Netscape [4], Internet Explorer [5], Apple QTVR [1], Norton Anti-Virus [5], MS SQL Server 2000 [3], Visual Sourcesafe [2], PVCS [.5], SMS 1.2 [.5] and many other systems. [*Years*].

Networks: Microsoft 2000 & NT [6], IBM Lan (Token Ring) [5], Novell Netware to v5 [5]. [*Years*].

Languages: VBA [5], SQL [3], ASP [.5], Basic [12], DataEase to V5.15 [9], Turbo Pascal [8], Cobol [7], MicroFocus Cobol [2], HP Basic [4], HPL [5], Algol [1]. [*Years*]

Operating Systems: DOS to v6.22 [13], OS/400[3.5], GCOS7 [2], VMS[0.5], CP/M 3.0 & 4.0 [6], Windows to 2000 [7], Windows NT [5], Linux [1], Unix[1]. [*Years*]

References: On application.

Preferred Areas: Almost anywhere.

Availability: Immediate.

EMPLOYMENT HISTORY

(For more detailed information, see page 4)

- February 2002 -** Permanent Systems Developer for Fitzpatrick Construction, Hoddesden. Writing, supporting and administering many varied complex in-house SQL 7 backed Access 97 and 2000 databases. Performed company-wide upgrade to SQL 2000 and Access 2000/XP. PM on new HR & Payroll system. PM on new Accounts system.
- November 2001 - February 2002** Miscellaneous contracts: Telecom Express, Bedford. Wrote an agent timesheet system in Access 2000 and SQL server with event triggers. SVAS, Old Warden: Wrote a Library system for all of their books, drawings, periodicals, art etc. Also rewrote the membership database. Micromuse, Putney: Wrote a complicated worldwide corporate telephone list database in Access 97 with full security. Oaklands College, St Albans: Designed and presented a course of lessons on Access 2000 for a class of 14 teachers.
- August 2001 - November 2001** Contract Analyst Programmer for Dixons, Hemel Hempsted. Wrote a fully automatic Web Trend Metrics Access (VBA) database for 6 Dixons Group websites. Included use of Stored Procedures in SQL. FTP collection of log and CPU data, importing into database, calculating and creating Excel spreadsheets. Adoption of PVCS CM tool. Utilisation of Lotus Notes for front end connectivity.
- May 2000 - July 2001** Permanent IT Manager for AYM Ltd, Berkhamsted. Marketing Company. Reporting directly to the board, started as only IT person supporting 50 users, recruited and built up a team of 4 staff. Responsible for the day-to-day running of the department and IT Strategy, writing many database solutions in Access 97, with extensive use of VBA, for administering clients' incentive schemes, creating IT procedures and internal databases, administering and improving the NT & Linux network, building servers, in charge of IT Purchasing (50K budget 2001), responsible for the telephone system, including programming, installed and managed a voicemail system. Created a number of websites. Planned and implemented a number of internal office moves for both voice and data. Installation, creation & use, via Access and website, of SQL Server with Stored procedures and triggers..
- February 2000 - May 2000** Miscellaneous short term contracts writing a variety of Access Databases (VBA). Clients included Granada Hospitality, William Ransom (Chemist) and the Legal Aid Board. Also was still working at the end of each month at CSC (Save & Prosper) creating the end of month databases. Plus taught A-Level programming using Pascal at North Herts College, Stevenage.
- June 1999 - February 2000** Contract Y2K Team Leader for CSC ISML, Facilities Co. for Save & Prosper. Asked to return to be responsible for Full project to retire over 30 legacy systems and 56,000 spreadsheets following earlier Y2K project findings. Complete documentation, presentation to management and implementation. Later responsible for implementing and redesigning intranet Quality Management web site. Created process for and implementation of full hardware and software inventory in Access 97. Wrote 3 CD based systems in Access 97 with VBA and Dataease to allow S&P to provide a full telephone banking service during the 3 day down time over the millennium. Wrote an Access/Excel system to help control millennium transition milestones.
- March 1999 - May 1999** Contract Y2K Senior Analyst for AON Part of a team of analysts working on the Y2K compliance and renovation of many legacy DataEase and VBA backed Access systems. Lotus Notes Y2K analysis.
- September 1998 - March 1999** Contract Y2K Supervisor/Analyst for CSC ISML. Facilities Co. for Save & Prosper Part of a large team of analysts working on the Impact Analysis, Renovation, Integration Testing and Implementation of the Y2K compliance. Worked on a large number of databases, third party applications and in-house applications. Many skills

- utilised inc. DataEase, Access 97 (VBA), Approach, Excel, Lotus 123 and SMS 1.2. All changes required extensive documentation.
Promoted Oct 98 to Assistant Team Leader of 15 contractors, responsible for ensuring smooth running of Y2K project, allocation of resources and ensuring milestones are met. Project ended successfully 31/12/98.
Promoted Jan 99 to Team leader to organise and run follow on project for deferred system of 4 contractors and a permanent member of staff. Required extensive use of PMW, Excel and organisational skills. Ran project to successful completion with little supervision from management due to their involvement on other projects.
- December 1997 -
September 1998** Technical Director with ITC Visual Creations Ltd.
Part of ITC Network Services, a group of companies specialising in the design, specification and installation of network infrastructures. Worked at Fox Kids on a large NT & Novell network rollout project and user support (200 users). Wrote a number of Access 97 databases for video libraries and Tape Control. Created QTVR movies for web site inclusion. Liasing with clients and users. Training. Managing the projects to completion working with design teams and programmers.
- February 1996 -
December 1997** Contract Analyst Programmer for British Nurses Association
Writing systems in DataEase v4.53 for Invoicing and accounts of many Social Services department contracts. Extensive travelling required installing and supporting these systems. Collecting data from an Oracle system. Re-writing and improving a large system for the management of medical screenings countrywide.
- April 1992 -
February 1996** Contract software consultant for D.G. Bank.
DataEase Analyst Programmer to write and rewrite many new and existing databases. Automate procedures for linking with banks' IBM AS/400 using PC Support & NS-Router. Designed and wrote a PC Training emulation of a new mainframe system in Turbo Pascal, distributed to over 2000 banks across Germany. Wrote automated Lotus 3.1 procedures for end users. Advised on design, set up and administration of IBM LAN token ring network using OS/2 servers. Control, design and admin of Optical Archiving system. cc:Mail Setup & Administration. Also wrote AS/400 COBOL programs to interface in-house system with DataEase. Extensive user support and training. Analyse and advise upon Multimedia project. Designed and presented training sessions for staff on Datastore and cc:Mail. As the only consultant was fully involved in all levels of computing with all levels of staff. Installed and setup Lotus Notes applications and server. Was involved in setup & support of Hicom telephone system including Voice-Mail & Reuters dealing system.
- December 1989 -
April 1992** Contract software consultant for UBS Phillips & Drew.
Designed, programmed and supported 4 systems in DataEase. A profit & loss system communicating with a WANG and a DEC, a consolidated management information system that also communicates with a Stratus, a Staff MIS for the dealing floor and a Customer Research Questionnaire database. Evaluated the new versions of DataEase as a beta site. Wrote the comms software using Procomm plus. Analyst programmer for a Repo trade processing system under Lotus 123r3.1 and Turbo Pascal. Used and tested Windows v3.0 and Excel. Wrote a Sales Credit system in COBOL on a Wang, analysis programming & design.
- October 1989 -
November 1989** Contract Analyst Programmer for Standard Chartered Bank.
Writing programs in Lotus Symphony & DataEase V4.0
- March 1989 -
September 1989** Contract software/technical support consultant for Butler Harlow UEDA, London money brokers. Supported over 300 PC's, dealers to managers. Novell NetWare, Lotus Symphony and Multiview dealer system. Also writing ad-hoc programs in Microfocus Cobol and SQL for DOS.
- January 1989 -** Contract software consultant for Shell Gabon (West Africa)

- March 1989** Responsible for training, technical support and administration of over 50 PC's and a VAX at main oil terminal to all levels of staff. Lotus Freelance, Displaywrite IV, Lotus 123. Wrote a comms system for transferring data from off-shore oil rigs.
- January 1985 - December 1988** National Mutual Life, The Priory, Priory Park, Hitchin Herts.
- February 1987** Analyst Programmer working on all aspects of life assurance and pensions. Writing COBOL in batch, TDS and TDS Forms also writing in Query.
- January 1985.** In charge of setting up new computer system (BLISS) for administering Unit Linked Life Assurance and Pension policies. Co-ordinating it's implementation and take-on. Supervising a team of 4 clerks.
- September 1984 - December 1984** Fraser Personnel Services, High Street, Hitchin.
Temporary clerk at St. George Assurance, later Amalgamated into parent company (National Mutual Life). Permanent post created 1st, January, 1985.
- May 1984 - September 1984** Fraser Personnel Services, High Street, Hitchin.
Temporary VDU operator at Victaulic, Hitchin.
- September 1983 - April 1984** Photo Micro Systems, Robert House, Chinnor, Oxon.
Pascal & Basic Programmer, systems testing, hardware testing, stock control, and customer support on Apple computers.
- June 1983 - September 1983** Beta Systems, 43 Blandford Street, London W1.
Pascal Programmer, customer support and multi-user configurations. Company went into liquidation in October 1983

EDUCATION, QUALIFICATIONS AND TRAINING

- 1973 - 1981** Hitchin Boys' School, Grammar School Walk, Hitchin.
'O' Level: Maths, Physics, Art, English, Chem/Bio, Human Biology.
C.S.E.: Physics, Maths, French, History.
- 1981 – 1982** North Herts College, Letchworth.
'A' Level: Computer Science, Maths, Physics.
- September 1983** Kodak Marketing Education Centre, Hemel Hempstead.
Sensitometry and Densitometry, 1 week course on the basics of process monitoring and control for film.
- March 1984** University College, London (B.K.S.T.S)
ENG and Studio filming and editing.
- July 1984** Channel 4, Luton
35mm Film and Video filming and editing.
- March 1987 - January 1988** Honeywell Bull Marketing Education, Hammersmith.
Principles of Programming.
COBOL Programming.
GCOS 7 and Interactive Operation Facilities.
IQS Query Language.
IDS II Codasyl Database Language.
TDS Programming and TDS Forms.
- February 2001 Avaya Technologies. Index telephone system programming.
- February 2003 Office Academy, Stevenage: SQL Server 2000 administration
- May 2003 Office Academy, Stevenage: Crystal Reports Design and Admin

SELF-EMPLOYMENT

April 1984 - Icomp Ltd (Cinecom), 79 Arlesey Road, Ickleford, Hitchin, Herts.
May 1993 Software consultant to the film industry. Director, Analyst, Programmer and Technical Support. Clients included Stanley Kubrick for 7 years, Kodak, Alexander Baillie and Colour Film Services. Software evaluation, installation, programming, analysis and training. Systems written in Pascal, DataEase, Lotus 123 and Word for Windows.

EXTRA INFORMATION

This section further describes some of the more salient points of my CV.

Access

I have been programming in Access 95/97 and now 2000 for over 4 years. I have written many databases including a complicated 'Promotions Compilation Reel' calculation and organisation database for Fox Kids Television and a large Y2K transition database for Save & Prosper to provide full details of their account holders for the call-centre whilst their mainframe was off-line over the date changeover. It had over 1/4 million records. In every database that I have written I have had to write VBA code to efficiently and neatly provide the required solution. I have also converted four databases from 97 to 2000. The membership database is a fairly large, complicated one to control all the comings and goings of its members. I have my own copy of Access 2000. I have also written databases that use SQL server as their back end, having created the SQL database first.

I have also had to renovate and rewrite many other databases for clients who had serious problems, all of which were completed successfully. I wrote a complete system for Ransoms Chemists that fully integrated with other MS products using VBA to control both Word and Outlook. Whilst at AYM I have had to write countless databases to administer the many incentive schemes and conferences that were required by clients such as BP, Astra Zeneca, Serono, Computer 2000, Solvay, Leo Pharma, and APB. All these databases required extensive VBA modules to provide the functionality and efficiency required. I have also just completed a large Access project for Scott-White and Hookins (Engineers) to link their 4 sites to the Bedford office by automatically transferring data via email.

DataEase

My knowledge of DataEase is very extensive, I have been using it since it was *Datamaster* version 1.0 back in 1988. I have written many systems in DataEase from simple address books through to complicated trade analysis systems and Help desk/Inventory systems including prototyping for systems on other platforms. DataEase is a perfect tool for prototyping. I have also been a Beta tester for DataEase/SQL direct link to AS/400 and other new versions of DataEase. I am a member of the DataEase User Group (no. 01373).

Pascal

I started using UCSD p-System Pascal with Beta Systems in 1983 but soon moved to Borland Pascal, a much improved version. I have written many applications using this very versatile language from simple batch file enhancement utilities to a very complicated film to video conversion suite and film scene database system for Stanley Kubrick. My most recent achievement using Pascal was in October 1995 for DG Bank. Having prototyped, in DataEase, a proposed system for client investment control (the screens were all in German, which I do not speak) to be run on an IBM system 38, I was asked to convert it to a training system for distribution throughout Germany. Due to the expense of supplying DataEase with each copy (over 2000 x £450), I suggested and then wrote the whole training system in Turbo Pascal. This necessitated two trips to Germany (Frankfurt & Munster) to discuss the details with the Project Management team and then the writers of the 'real' mainframe system. The resultant system was very well received by all concerned.

COBOL

As you will see above, I am fully trained in Honeywell DPS7 COBOL, which I was programming in for 2 years for National Mutual Life Assurance. During that time I was part of one of three teams responsible for the societies internal systems. One of the large projects that I worked on was the complete rewrite of the quotation system to comply with the then newly introduced LAUTRO standards. Since then I have been able to apply my COBOL skills to other platforms. COBOL, and its standards, is basically the same regardless of platform. I have written trade analysis systems in MicroFocus COBOL on PC's. I re-wrote a dealing system in Wang COBOL for UBS Phillips & Drew. I have also had to write a complicated data manipulation system to overcome the loss of some source code for DG Banks' AS/400 to Swift interface.

Lotus 123/Excel

I started using Visicalc spreadsheet prior to transferring to version 1.0a of 123 in about 1980. Since then I have used it extensively. I am fully conversant with the 'macro' language and have even written a complete Repo trade management system for UBS, which was required to run, unattended, overnight. I have used 123 as an additional statistics management tool for many systems and have helped users with writing and supporting their own systems. This involved quite a lot of user training on my part. I am also very

conversant with MS Excel, including VBA, having used it extensively as both a tool to help in running projects and linked to Access databases to improve data reporting and calculation.

cc:Mail

Whilst at DG Bank I was asked to install cc:Mail. Since the Bank had no e-mail system, this, of course, meant starting from scratch and deciding on the Post Office structure and analysing the users requirements. I first had to learn all about cc:Mail myself since I had not used that system before. I then, single handedly, installed and set up the complete system. I then had to install it on each workstation. Having successfully installed cc:Mail, I then had to ensure that everyone in the Bank was trained on it's use. Firstly I trained one of my colleagues, who had never used it before, so that he could assist with the training of the rest of the staff. The whole task was completed in about 2 months elapsed time and is now being used extensively by all staff of the Bank. Post installation, I was still required to perform administration tasks, reclaims and updates. I also wrote a 123 add-on to provide usage statistics.

Networks

From the time that I worked for Butler Harlow's I have been involved in administering and supporting two types of networks, Novell and IBM Lan. Both on Token Ring 16Mbps. I was involved in the continuing upgrade and extending of DG Bank's IBM Lan. This included not only the physical specification and installation of the network but also the configuration and set up of the servers and all the associated aliases, program and user control. I have trained colleagues on how to administer the network. I have also worked at Fox Kids (Television) on the diagnostic and improvement of their new ethernet LAN running Novell Netware and Windows NT. At AYM I was responsible for the running of their NT network. I built and installed a new server that now runs SQL server which I had to set up and had to rebuild the domain controller after a failure.

Lotus Notes

Over the last six months at DG Bank, I performed the initial analysis and subsequent installation of Lotus Notes. I was very involved in the design and writing of two pilot Notes Databases which are now being used within the EDP dept. I wrote one discussion database myself. Another was a fairly involved Help Desk application to enable support staff to log calls, to keep a constant check on incoming calls and progress them through to solution. I was one of two Notes administrators and worked on the linking of Notes with cc:Mail.

Multimedia

One of the projects I was asked to work on whilst at DG Bank was to analyse and advise on an in-house multimedia project. This included an investigation of products available. As an initial prototype of the idea I created a Lotus Freelance presentation. I then used Asymetrix to further explore the possibilities, adding sound and movement. Eventually, due to pressure from Frankfurt, the project was farmed out to a company in Germany, but the work I did had proved useful.

Sometime prior to that I was given the opportunity to see and play with a Quantel Paintbox video editing system and, latterly, the Kodak Cineon high resolution image manipulation system. Both of these highly professional products gave me a clear insight into the potential capabilities of true multimedia.

I have also had to write and present, in both Freelance and Powerpoint, presentations within the bank using a Cruiser (a laptop which has a TFT screen that converts into an OHP tablet) on some of our applications such as cc:Mail, Datastore and the AVS project.

Web Sites

If you are able to browse the Internet you will be able to see my own site, which includes the latest copy of my CV, at the address above. I created this site myself initially using Net Objects fusion. I have since redone it using MS Frontpage 98. I have further created two other web sites for my Father, a film training consultant, at www.jharcourt.co.uk/tony and for my Clay Shooting Club at www.jharcourt.co.uk/cbctc. For all these sites I have had to create or modify the graphics. I also had to design the structure and content of the site. More recently I was asked to rewrite completely an internal information site for the S&P account at CSC to provide a Quality Management Service. This involved liaison with all departments, the creation of new parts of the site along with any altered or new graphics required. It also required installation and set up of a new Microsoft IIS server to support the Intranet site. At AYM I created a registration site for a global mobile telecomms briefing and a similar one for Amersham Pharma Biotech's conference. I also helped develop the SQL back-end for a website.