

# Patrick Kelly

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I am an experienced, versatile and client-oriented IT Trainer (TAP and TPMA, MOS Master). I specialise in Adobe Creative Suite, SEO, Social Media and Microsoft Office. I have worked in this field since 1999, and in education since 1990. I work on my own initiative in a variety of disciplines including pitching, negotiation, needs assessment, preparation, delivery and evaluation of high-quality training. I have held positions of management responsibility. I am a Full Member of the Learning and Performance Institute (formerly the Institute for IT Training). I have Qualified Teacher Status and a current Enhanced CRB.

## Training and Teaching Experience

### Recent Independent Freelance IT Training Projects

#### **PACT (Parents and Children Together)** (2012)

Windows 7  
Remote Desktop  
Microsoft Office 2010

#### **Windows/Office 2010 Conversion**

- Client Negotiation and TNA
- Course Development
- Preparation of Materials
- Training Delivery
- Evaluation and Reporting
- Post Training Support

#### **Human Fertilisation and Embryology Authority** (2012, 2009, 2007)

HP TRIM (formerly Tower TRIM)  
Microsoft Office

#### **Rollout of EDRM/Document Management Training**

- Project Management
- Client Negotiation and TNA
- Scheduling
- Course Development/Material Preparation
- Training Delivery
- Evaluation and Reporting

#### **Natural History Museum** (2005-2012)

Photoshop  
Dreamweaver  
InDesign  
Illustrator  
Endnote  
Rhythmyx CMS

#### **Adobe Creative Suite Training and Bespoke Training**

- Project Management
- Client Negotiation and TNA
- Scheduling
- Course Development
- Training Delivery
- Evaluation and Reporting

#### **Other Freelance Clients include:**

National Maritime Museum (2005-ongoing)  
Heritage Lottery Fund (2004-ongoing)  
Independent Police Complaints Commission (2005, 2007)

## **Ongoing Associate Training Relationships**

### **Companies**

Happy Computers (1999-date)  
Silicon Beach Training (2007-date)  
Best STL (2012-date)  
SoundDelivery (2012-date)  
IT Training Surgery (2005-date)  
AMSYS (2012-date)

### **Responsibilities**

- Pitching and TNA
- Course Development
- Training Delivery using TAP/TPMA methodology
- Training on-site or at company venue
- Support and advice on Helplines

## **Training Topics/Software Package Matrix**

CPD undertaken to keep up to date with latest versions, and all are cross-platform Mac/PC unless stated.

### **Current Software:**

Mac OS (all versions)	
Windows OS (all versions)	
Adobe Photoshop	Advanced
Adobe InDesign	Advanced
Adobe Dreamweaver	Advanced
Adobe Acrobat	Advanced
Adobe Flash	Intermediate (not Actionscript)
Quark Xpress	Advanced
Microsoft Word	Advanced (not VBA)
Microsoft Excel	Advanced (not VBA)
Microsoft PowerPoint	Advanced
Microsoft Access	Advanced
Microsoft Outlook	Advanced
SEO	Advanced
Social Media	Advanced
Online Marketing	Advanced
Endnote	Advanced
HP TRIM	Advanced
Sharepoint	Advanced
WordPress	Advanced

I have extensive experience of developing Bespoke training solutions to suit clients' own software installations and specific requirements.

## **Teaching Experience**

**Sylvia Young Theatre School**  
(2010-2011)

### **Head of Media Studies**

- Co-ordinate GCSE Media Studies
- Classroom teacher of GCSE English
- Classroom delivery of KS3/4 English
- Liaise with colleagues
- Preparation and classroom delivery
- Reporting and Administration
- Liaise with parents
- Pastoral responsibility as form tutor

**Newquay Tretherras School**  
(1990-1995)

**Assistant Head of English**

- Supervise a department of 7
- Co-ordinate KS3 English provision
- Co-ordinate IT provision within department
- Member of Cornwall County Working Party on Assessment and Recording
- Administration of KS3 SAT examinations
- Classroom delivery of KS3, GCSE and A Level English, Drama and Media Studies
- Pastoral responsibility as form tutor

**Related Experience**

**WJEC**  
(1993-1999)

**GCSE Media Studies Examiner**

**AEB**  
(1993-1995)

**GCSE English Language Examiner**  
A Level English Examiner

**SEG**  
(1994-1996)

**KS3 SAT English Examiner**

**AOL UK**  
(1997-2001)

**Freelance Online Writer/Journalist**  
- Use proprietary CMS  
- Update two content areas  
- Research and supply two articles per week  
- Work closely with producer and contacts

**Education and Development**

**Happy Computers**  
(1999-2011 and ongoing)

**TAP/TPMA Training and Refresher**  
Ongoing CPD in packages and methodology

**The Training Foundation**  
(2010)

**TAP Refresher and Accreditation**

**Skillset/Script Factory**  
(2007)

**Film Production and Direction Training**

<b>Metropolitan Film School</b> (2005)	Film Finance Training
<b>New Producers' Alliance/Zero-1</b> (2005)	Film Producers' Bootcamp Training
<b>Achievement Specialists</b> (2003)	Life Coach Training LCH Dip. Qualification Open College Accreditation
<b>Southampton University</b> (1989-1990)	<b>PGCE English, Drama and Media Studies</b>
<b>Royal Holloway, London University</b> (1984-1987)	<b>BA (Hons.) Drama and Theatre Studies</b>

### **Other Information**

- Creative, enthusiastic, articulate, imaginative, dedicated and loyal
- Highly motivated and thrives under pressure
- Well organized, methodical and disciplined – but also easy-going and flexible
- Good on deadlines and has worked in management and positions of responsibility

**Excellent references available on request**