

CURRICULUM VITAE

Dr. [Name] is currently [Title] at [Institution], [City], [State], [Country].
[Address] [City], [State], [Country]. [Phone] [Area Code] [Number] [Extension]. [Email] [Address]

[Institution] [City], [State], [Country]

1977-1980

1977 to date

Production Controller for 2 years (part-time position)

* Developing and running a day to day financial system, both manual and electronic the aid of job scheduling packages, to IBM and Bentley Packard computers, liaising with other departments to provide an efficient service to them.

CURRICULUM VITAE

* Working to set up the new systems under MCT job scheduling package and the use of current systems

* Maintenance of all aspects of production jobs

Doriz Gillon

* Designing and running the current procedures

5 Botanic Crescent, North Kelvinside, Glasgow G20 8QQ
041 946 3679 (home) 041 204 2566 ext 8191 (work)

EXPERIENCED PRODUCTION CONTROLLER

* Designing and running the current procedures

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CAREER HISTORY

BRITOIL, GLASGOW

1978 to date.

Production Controller for 3 years (current position)

- * Scheduling and running of day to day financial systems, both manually and with the aid of job scheduling packages, on IBM and Hewlett Packard computers, liaising with user departments to provide an efficient service to same
- * Working as part of a team implementing new systems under UCC7 job scheduling package and maintenance of current systems
- * Maintenance of JCL used in running of production jobs
- * Problem solving - job failures and restart procedures
- * Backup of financial files for audit and recovery purposes
- * Flowcharting and parallel running for new systems releases.

Master File Controller for 1 year

- * Maintained FINPAC accounting master file
- * Instructed accountants in establishing master file coding requirements
- * Backup of master file to disc for audit and recovery purposes

Data Controller for 2 years

- * Controlled input/output to Data Preparation and outside bureaux
- * Financial control/reconciliation of input/output
- * Controlled Project/Machine Accounting Systems.

Deputy Data Preparation Supervisor 2 years

- * Booked input/output to DP
- * Keyed input for financial systems and programs.

Britoil is currently running MVS 1.3 on the IBM 3033 and 4381 with JES2, HSM, ACF2, TSO, VPW, TMS, PDF/SPF, and UCC7.

Britoil has 3 Hewlett Packard Mini Computers, 1 SERIES 48 and 2 SERIES 68. The HP3000 machines support DS3000, MRJE and IML running under the MPE V operating system.

CAREER HISTORY (cont)

SCHOLL, LONDON

1975 to 1976

Key to Disc operator

- * Keyed input for financial and systems and programs
- * Keyed customer orders
- * Transferred disc files to tape for computer processing
- * Maintained log of work processed.

SCOTTISH & NEWCASTLE BREWERIES, GLASGOW

1974 to 1975

Key to Disc and Direct Data Entry operator

- * Keyed input for financial systems and customer orders
- * Telesales for customer orders using Direct Data Entry system.

EDUCATION AND QUALIFICATIONS

- * Woodside Senior Secondary School, Glasgow 1967 to 1970

- * North Kelvinside Adult Education Centre, 1980 to 1981
Glasgow, part-time evening class,
obtained SCE O GRADE ACCOUNTS.

- * Cardonald College of Further Education, Glasgow, 1983 to 1984
part-time evening class,
obtained SCE HIGHER ACCOUNTS.

- * Central College of Commerce, Glasgow, 1985 to 1986
day release, first year study of HNC in
Computer Data Processing including Programming
Languages & Techniques, Computer Organisation
and Mathematics & Statistics. Programming
languages used were COBOL and PASCAL.

BUSINESS COURSES

- * IBM OS/VS Systems Introduction
- * IBM VS JCL and Utilities
- * HP3000 Programmers Introduction
- * ASI MVS/JCL and Utilities (self teach)
- * Introduction to Heirarchical System Manager
- * Introduction to Mass Storage Subsystem
- * UCC7 system overview, database maintenance, operator training
management reporting, workload balancing and planning.
- * OCS system overview, production, resource management, database,
reporting and tape management.

ACTIVITIES AND INTERESTS

- * Hillwalking and climbing
- * Squash
- * Horse riding
- * Dressmaking and design
- * Renovation of old furniture
- * Reading
- * Films and theatre

PERSONAL DETAILS

Date of Birth 18/09/54

Marital status Divorced

Nationality British