

69 Longdown Road
Congleton
Cheshire
CW12 4QH

Website: <http://www.andrewibaker.co.uk>
Phone: +44 (0)1260 276656
Fax: +44 (0)1260 275006
Mobile: +44 (0)7761 749955
E Mail: Andrew.J.Baker@andrewibaker.co.uk
E-Mail2: Andrew.J.Baker@hotmail.co.uk



Cover Page

Date: Saturday, 05 July 2008

Macclesfield College
Park Lane
Macclesfield
SK11 8LF

Dear Sir or Madam

As you will see, from my C.V. I very much like working with computers. I enjoy producing leaflets, newsletters and different kinds of stationery for myself and friends. Examples include business cards, letterheads and invitations.

For the last four years I have been working three days a week at Macclesfield College in the Learning Resource Centre as a Library Assistant.

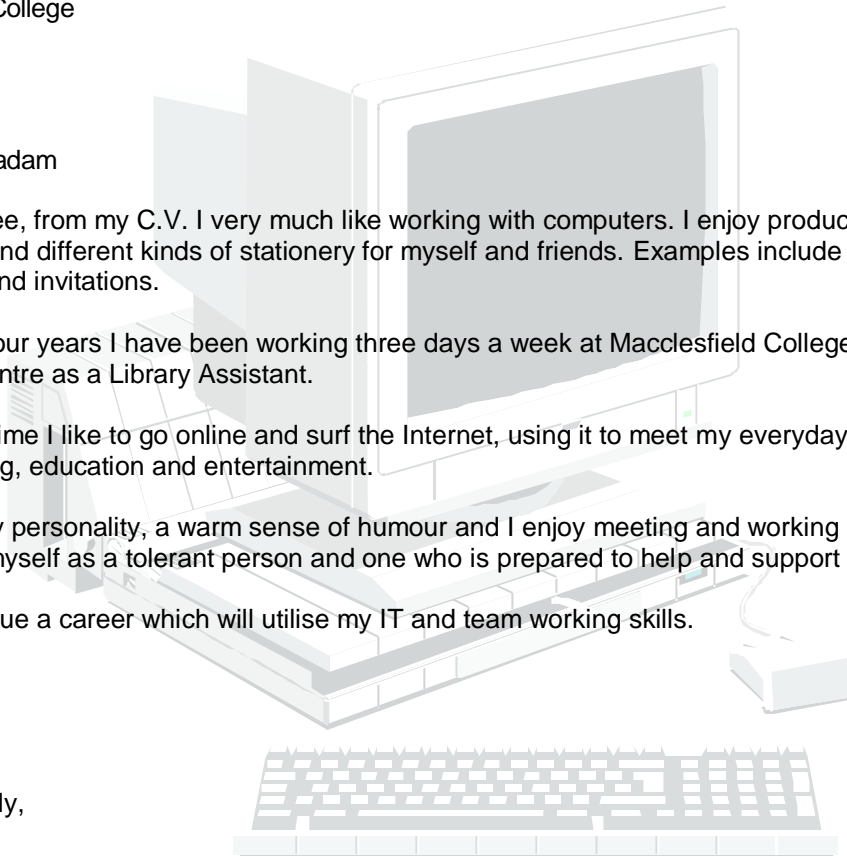
In my spare time I like to go online and surf the Internet, using it to meet my everyday needs, for example, online banking, education and entertainment.

I have a lively personality, a warm sense of humour and I enjoy meeting and working with other people. I also regard myself as a tolerant person and one who is prepared to help and support others.

I wish to pursue a career which will utilise my IT and team working skills.

Yours faithfully,

Andrew John Baker



Curriculum Vitae

Andrew John Baker



Personal Details

- Name: Andrew John Baker
- Address: 69 Longdown Road, Congleton Cheshire CW12 4QH
- Phone: +44 (0)1260 276656
- Mobile: +44 (0)7761 749955
- Fax: +44 (0)1260 275006
- Website: <http://www.andrewjbaker.co.uk>
- E Mail: Andrew_J_Baker@andrewjbaker.co.uk
- E-Mail2: Andrew_J_Baker@hotmail.co.uk
- Nationality: British
- Age: 29
- Date of Birth: 28 June 1979
- Status: Single

Summary of Key qualifications

- **HNC and ONC** in Graphic Design
- IT For Business – **Credit Awarded: IBT 2+3**
- Computer Maintenance – **Credit Awarded: NCFE**
- ECDL – **Credit Awarded: European Computer Driving Licence**
- English Gateway Course – **Credit Awarded at Level 2: OCN**
- Spanish – **Credit Awarded: OCN**

Professional experience

2000 – 2008

2003/8

- Part time employment – **Macclesfield College Learning Resource Centre Assistant.**

2002/3

- Part time employment – **Macclesfield College Learning Support Assistant, supporting students undertaking IT key skills & ECDL training**

2002

- Part time voluntary Learndirect Support – **Library Assistant in the Learning Resource Centre at Macclesfield College, including assisting Learndirect Students with IT activities**
- Certificate of Achievement – **REED Training Handling Customers Professionally**

2001

- Work Experience – **Macclesfield Colleges - Learning Resource Assistant**

2000

- Work Experience – **Digital Design in Macclesfield at Thorpe House**

**Education and
Training**

1996 – 2003

Macclesfield College

Macclesfield

Qualifications:

- HNC Graphic Design Course covering design, DTP and computer programs as above but more on Adobe Photoshop & Illustrator. – **Pass**
- ONC Graphic Design Course covering design, DTP and computer programs such as Quark Express, Adobe Photoshop & Illustrator. – **Pass**
- Information Technology for Business – **Credit Awarded: IBT 2+3**
- ECDL – **Credit Awarded: 1 & 2 Pass European Computer Driving Licence**
- Business Administration – **LCCI – Vocational Access Certificate (Admin)**
- English Media Assignment – **Credit Awarded: Grade A**
- Pitmans English – **Credit Awarded: 1 & 2 Pass**
- RSA Word-processing – **Credit Awarded: 1 & 2 Pass**
- City & Guilds Maths – **Credit Awarded: 1,2 & 3 Pass**
- English Gateway Course – **Credit Awarded at Level 2: OCN**
- Foundation Spanish – **Credit Awarded: OCN**
- Intermediate Spanish – **Credit Awarded: OCN**
- Computer Maintenance – **Credit Awarded: NCFE**
- Health & Safety – **Credit Awarded at Level 1: NVQ**

1996 – 2008

South Cheshire College Congleton (Evening Classes)

Qualifications:

- CLAIT
- Desk-Top-Publishing
- Introduction to the Internet
- Introduction to Digital Photography
- English Update – **National Test Level 1 Pass**
- Internet Technology – **Credit Awarded: 1 & 2 Pass**
- Word-processing – **Credit Awarded: 1 & 2 Pass**
- Word Power – **Credit Awarded at Entry Level**

**Hobbies &
Interests**

I enjoy browsing the Internet, Bowling, Cinema, Working out at the Gym, I have recently entered a Quadrathon competition at the gym and I have been awarded a medal for coming first in my age group. I also love aerobiking at the leisure centre.

**Additional
Information**

I have a current clean driving licence, competent using Library Equipment e.g computer, printer, photocopier etc.