

Diana Dupree

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Mature BSc (Hons 1st class) Computing & Society graduate with varied IT/IS professional experience, strong interpersonal and team management skills, and a passion for making technology bring tangible business benefits.

EDUCATION & QUALIFICATIONS

- 2006–2009 Portsmouth University
BSc (Hons) Computing & Society (1st Class)
- Course representative 2006-2009 and Student ambassador in year 2
 - Final year project discussed personal digital footprints and their use in recruitment and employee management. Copy available on request or from <http://www.dupree.co.uk/DianaDupreeDissertation.pdf>
 - Study modules included Project Management Techniques, E-Commerce, Knowledge Management Concepts, Educational Computing, Systems Analysis and Design, Application Usability, HTML & JavaScript programming, and others.
- 2005-2006 Portsmouth University - Access to Higher Education Part II
IT & Computing, Education Studies
- 2005 Salisbury College – Access to Higher Education Part I
Psychology, Human and Social Biology

EMPLOYMENT HISTORY

- 2008
(June to Sept) **Wärtsilä Propulsion UK Ltd., Havant, Hampshire**
Local intranet redesign project coordinator and developer.
Transfer of all existing and sourcing of new information for UK intranet using MS SharePoint, including user account creation and management, sites, pages and related security settings.
- 2007
(June to Sept) **NATS Ltd, 4000 Parkway, Whiteley, Fareham, Hants**
HR coordinator.
Responsibilities included the advertising and management of all required recruitment for the corporate team utilising SAP, LiveLink and relevant MS Office tools. Some time was also spent assisting the HR department with minor IT service issues.
- Jul 2003 - May 2006 **Southampton University, Highfield, Southampton, SO17 1BJ**
Administrator – Student Services
- Assisting individual Schools with creation and management of academic timetables.
 - Provision of training for school based timetabling staff in Syllabus+ software.
- Senior Academic Secretary – School of Psychology*
- Process manager for the Schools Human Resource, Finance and Timetabling requirements, and point of contact for these functions within central services.
- May 1997 - Mar 2003 **Financial Times / FT.com, Southwark, London**
IT Service Manager – Financial Times (Sep 2002-Mar 2003)
- Relationship manager for the IT Operations unit and 3 major internal customers using ITIL framework.
 - Completion and management of small assets budget for each customer unit.
 - Creation of project proposal documentation and related budget requirements.
 - Creation and management of Service Level Agreements (SLA's).
 - Improvement of customer perception of the IT function.
 - Service Helpdesk tool user (Remedy) and trainer within Service Management team.

Website Manager – FT.com (Jan 2001-Sep 2002)

- Assisted with process when online and offline businesses were merged.
- Relationship management for all advertising related department.
- Key member of team tasked with the review of all development requests.
- Project Manager tasked with upgrading to the online advertising management system.
- Assisted company with IIP (Investors in People) certification.

Advertising Production Manager – FT.com (Sep 1998-Dec 2000)

- Manager of team responsible for the placement and reporting of all online advertising.
- Provision of reports on advertising revenue, associated bookings and current inventory.
- Management of relationship with all advertising sales teams.
- Involved in all discussions regarding future development of website and any potential revenue implications/opportunities.

Office Manager / PA to Board Director (May 1997-Sep 1998)

- Responsible for purchasing and inter-office re-locations.
- Standard high level PA responsibilities including personal file management for approx. 40 personnel.
- Line manager and recruiter for administration team and invoicing clerk.

1996 -1997 **Bovis Limited - PA to 3 Directors**

1993 -1996 **Bruce Shaw Partnership – Office Manager**

1989-1993 **Various roles including:-**

- Temporary secretary
- Junior secretary for London based insurance company.
- Senior staff member in bar/restaurant businesses.

OTHER SKILLS

Staff Training (Basic)	DoubleClick Online Ad Management (Advanced)
Dreamweaver (Basic user)	MS Project (Basic)
SAP (Basic user)	MS Excel (High intermediate)
LiveLink (Intermediate)	MS Word (Advanced)
Sharepoint (Intermediate)	MS Powerpoint (Intermediate)
ITIL (Foundation Level)	Javascript/HTML (Basic)
Syllabus + (Intermediate)	Internet Research (Advanced)

I am always interested in learning new systems and methodologies and consider myself a quick learner and team player. I have previously held first aid at work certification and would be interested to undertake this role again.

INTERESTS

I have an avid interest in cruiser sailing and have completed (with merit) RYA Day Skipper (shore based and practical) certification. I also enjoy a good book, walking my dog, and science fiction. In the summers of 2006 and 2007 I volunteered as crew for a disabled sailing charity in Portsmouth.

REFERENCES

Supplied on request