Curriculum Vitae

Name: Richard Burrows

Country of Citizenship: United Kingdom

Native Language: English

Marital Status: Single

Address:

24a Normanton Road

Packington

Ashby-De-La-Zouch

Leicestershire, LE65 1WR

England

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**Qualifications**

BA [Hons] Sociology – July 2006

The University of Sheffield, Western Bank, Sheffield, South Yorkshire, S10 2TN, England

Relevant coursework in Public Speaking, Technical Speaking, Early Childhood Education

A Levels, June 2002 – English Language A, English Literature A, Geography B, Pyschology B

John Cleveland College, Hinckley, Leicestershire, LE10 1TN, England

Engaged in after-school tutoring – provided assistance and created individual learning targets

**Chumkriel Language School**

January – February 2010

Kampot Province, Kingdom of Cambodia

ESL Teacher for Kindergarten Beginner and Elementary Intermediate levels

Effectively followed daily ciriculum to teach speaking, listening, reading, grammar, vocabulary and English phonetic skills.

Taught across age and ability levels: succesfully met needs of diverse learners.

Effectively managed the classroom to create a stimulating learning environment to benefit students.

Co-operated with external state school teachers on government funded health programme.

Organised sport related cultural exchange visit with an International School from Phnom Penh.

**Clinical Trials Research Unit**

August 2008 – September 2009

University of Leeds, England

Data Management Assistant

Responsible for communicating patient specific data and ensuring the NIHR/NHS funded TRACS clinical trial operated at a level of constant efficiency.

Specialised in communicative issues arising from patients varied disbilities – ensuring all information was gathered in a manner tailored to each individual.

Personally developed a sustainable framewore within which to conduct the six and twelve month follow-up procedures, including a major resource for tracking the current progress of individual patients, one which the entire data management aspects of the trial still relies upon.

Introduced detailed methods regarding the tutoring of new staff on trial specific scientific proceedures.

**Previous Work Experience**

**Abbey for Intermediaries**

July 2007 – August 2008

Leeds, England

Underwriter Admin

Co-ordinated the introductory cataloguing of mortgage primaries onto the nationalised database.

Determined whether an individual applicants loan-to-value rates ensured a mortgage offer.

Managed the Prism Survey programme within the AS400 IBM banking system software.

Cultivated a work schedule for new staff, enabling them to efficiently identify differing banking rates.

**National Grid**

October 2006 – January 2007

Leicester, England

Emergency Operative

Directed assignments to engineers regarding gas emergencies across the country.

Maintained excellent detailed portfolios consisting of 40 separate incidents.

Sustained the Hazard Management Database, accessed by both the Police and Fire Department.

Assisted in clerical tasks relating to the secure processing of documents relating to the Gas industry.

**Subway**

June – Ocotber 2006

Leicester, England

Team Manager

Asserted and maintained a highly focused team of employees.

Individually responsible for stock inventory on the Keystone database.

Provided appropriate individual support and a responsive customer service.

Managed Internal Shipping, cash handling, store transfers and stock re-ordering, opening and closing.

**Related Experience**

Ability to organise and prioritise tasks under heavy workload periods.

Demonstrates a positive attitude, patience and proven ability to adapt to a culturally diverse enviroment.

Experienced in teaching English as a second language in a formal classroom setting.

Experienced in developing effective communicative techniques across varied ages groups – from kindergarten level to elderly patients with severe medical disabilities within TRACS.

Competent with all major IT applications: Microsoft Office Suite, Microsoft Access, Adobe Photoshop, MACRO, MATS, SAP as well as the banking orientated AS400 IBM system.

Accomplished traveler – have extensively toured through Europe [July – October 2005], North America [January – May 2007] and South Asia [October 2009 – February 2010].

Recreational athlete; enjoys soccer, rugby, cricket and swimming.