

Matthew James Hollander

EDUCATION

Trevelyan College, Durham University **2008 - Present**
Software Engineering (currently in the 3rd year of a 3 year course) Predicted a **2.1**.

Reigate Grammar School
3 A levels; Economics, **A**, English Literature, Philosophy & Ethics, **B** **Summer 2008**
2 AS levels; ICT, **A**, General Studies **C** **Summer 2007**

10 GCSEs;
Philosophy & Ethics, Mathematics, ICT, **A***, History, Chemistry, Physics, **A** **Summer 2005**
English Literature, Biology, **B**, English Language, French, **C**.

EMPLOYMENT

Nestlé UK, Croydon HO

Summer 2009 & Summer 2010 & Winter 2010/11

- I worked in the Croydon office in a small project team for the whole summer of 2009 reviewing unpaid accounts, contacting for collections and arranging for any missing paperwork to be acquired
- I was asked go back for a second summer as an Operational Procurement Executive in the Purchasing team and again for a third stint over the Christmas break
- In addition to the responsibilities of my role, I helped the team produce Outlook forms and spreadsheets to improve internal processes and make the department more efficient

Shalom Place

Summer 2008

- I was asked to build a website for this special school for autistic children
- I took a thorough brief and worked hard to ensure the website is highly functional and looks professional
- I increased the Google rankings and have been tracking the increasing popularity of the site, performing valuable SEO – www.shalomplace.co.uk

Barclays

Summer 2008

- I spent two weeks working in the head office, Canary Wharf
- I built an intranet site for the Strategy, Planning and Transformation team; working closely with each member of the team to meet their specifications
- The site was delivered on time and feedback was highly positive

Sutton and East Surrey Water

Summer 2007

- I spent 2 weeks working in the offices of Sutton & East Surrey Water
- During this time I completed a number of discreet projects

Surrey Police

October 2006

- I completed a placement on a highly competitive work experience program with the Surrey Police
- I have been educated about the responsibilities that the police have and their influences in the community
- I worked in uniform acting as a Police Community Student

Dollond & Aitchison

Summer 2006

- I have worked in an optician's a number of times during which I interacted with customers and aided staff members with their regular duties, for example booking appointments, stock management and ordering
- I also carried out IT support roles for two of the branches which included creation of gift vouchers and computer and network hardware maintenance

POSITIONS OF RESPONSIBILITY

Member of the Independent Advisory Group

This involved representing youth as a minority in the community and advising on police matters, going to regular meetings at the Caterham Police Station.

I have also recently been on a training course in Durham and have joined the Youth IAG to represent the interests of the university students of Durham.

Mentor to first year students

IT Chair, Trevelyan College

This is an elected position and involved support in management of the college network as well as providing a support service to all of the students for any of their IT issues. It has also involved ad-hoc work on the college IT infrastructure.

Vice-Captain & Treasurer, Trevelyan Hockey Club

Key activities have included all aspects of managing accounts including pitching to the JCR for a budget for the year, ordering in new kit and training kit, team selection and organisation

Prefect in sixth form

Scouts

I was a junior leader which involves organising games and helping to teach the younger boys the essentials of scouting including knot work, team work and discipline. I attended camps, running activities including orienteering and team building exercises.

ACHIEVEMENTS AND INTERESTS

Hockey

I represented my school at hockey often playing for the 1st team, touring both Jersey and Canada. I have represented Trevelyan College for 3 years and was chosen as Vice Captain in my 1st year, a position I have kept.

Archery

I have represented Surrey at Archery and regularly shot for my local club Surrey Bowman

Football

I previously played for Reigate Priory and I still enjoy playing when I can

Travel

With school I have been on a home stay to the Loire Valley in southern France and with scouts I have sailed to the Isle of Wight on two occasions. I have also visited Spain, Italy, France, Germany, Scotland and Lapland

Duke of Edinburgh's Award

I have been awarded the bronze and silver awards and have just completed the gold award.

SKILLS

IT

I am highly IT literate; advanced with all Microsoft applications, the Internet and Email, with certification in Microsoft SharePoint and FrontPage

I can also use PHPMyAdmin, MySQL and SQL databases with confidence

I am highly proficient with hardware, often fixing computers for others and have built several desktops from scratch as well as building and maintaining our home network

I have also used SAP in my work at Nestle and have become proficient during my use of it over several months.

Programming

I am very proficient programmer in Java and have a very good grounding in C; I can also work with PHP, HTML and CSS

Languages

Basic French