DAVID BARRIO

Rhuddlan, Denbighshire LL18

Email: david.barrio.1015@gmail.com | Tel. 07933 123 083 / 01745 590 028

Mature professional who is eager to return to the workplace following a career break as an unpaid care assistant. Experienced in a variety of different kinds of office work which has included a considerable amount of data entry.

**Abilities**

* Data collection, data validation, data entry and data cleansing
* Answering queries and providing information by phone & email
* Preparing reports; Correspondence by post, fax & email
* Writing / editing documents using MS Word, PowerPoint & PDF editors
* Maintaining databases, folders and electronic & paper files
* MS Windows XP-10, MS Office, GoldMine & other software
* Fast learner - can pick up new tasks, skills & software packages quickly
* Very analytical and detail oriented; good solving problem skills
* Good organisational, planning & time management skills
* Honest and dependable - proven ability to be trusted with money, resources, equipment, keys, property, confidential information, etc.

Work History

**Career Break:** north Wales, *May 17 - Present*

* **Jobseeker & Carer:** *Jan 19 - Present*
* **Christmas Drivers Assistant:** UPS, *Nov 18 - Dec 18*
* **Carer & Jobseeker:** *May 17 - Nov 18*

**Data Analyst:** iVendi, Abergele & Colwyn Bay, *Nov 16 - May 17*

* Basic entry and validation of customer records
* Improving data quality by cleansing, duplicate removal, merger & update
* Using the internet for data verification and market research

**Jobseeker:** London & north Wales, *Aug 15 - Nov 16*

**Administrator:** Blade Industries, London, *Jun 07 - Aug 15*

* Basic entry and validation of candidate records
* Improving data quality by cleansing, duplicate removal, merger & update
* Advertising job vacancies on websites
* Re-formatting candidate CVs for clients
* General admin duties like scanning, filing, post, answering phone, etc.

**Jobseeker:** London, *Apr 04 - Jun 07*

**Analyst Programmer:** The Dialog Corporation, London, *Mar 97 - Apr 04*

**Jobseeker:** London, *Aug 96 - Mar 97*

**Contract Programmer:** Royal London Hospital, London, *Feb 96 - Aug 96*

**Part Time Teaching Assistant:**  University College, London, *Oct 88 - Mar 91*

**Temporary Operative:** Industrial Overload Agency, London, *Aug 86 - Sep 88*

**Part Time General Assistant:** Tesco PLC, Rhyl, *Mar 84 - Sep 85*

**Education/Training**

**2022: Vemco Consulting –** Training course in Approved Document B (Fire Safety)

**2017: HomeAndLearn.co.uk –** Online course in Introductory Excel VBA

**2016: ALISON.com –** Online course in Microsoft Office 2010

**1988-95: UCL –** Postgraduate research in Astrophysics (MSc Equivalent)

**1985-88: UCL –** BSc Hons Degree in Astrophysics (First Class)

**1983-85:** 3 A Levels (Physics, Chemistry & Pure Maths), 10 O Levels (inc. English)

Volunteering / Work Placements

**Vemco Consulting** Associate Fire Engineer Jan 16 - Feb 16

**British Legion** Poppy Appeal Collector Oct 17 - Nov 17

**Seetec** General Assistant Jan 16 - Feb 16

**British Legion** Poppy Appeal Collector Oct 15 - Nov 15

**Additional Information**

**Motoring:** Category B auto Driving Licence, Pass Plus certificate