

# Niall Szalkai


Seeking a challenging and rewarding career opportunity in the fields of IT, Technology and Administration.

A dedicated and hardworking professional seeking to re-enter the job market after a career break to provide full time autism care. Highly organized, self-motivated and capable of delivering exceptional results. Possess a strong focus on technology and administration.

## Contact Information

 Abercynon, South Wales, United Kingdom

 niall.business@gmail.com

 07848843973

 <https://www.linkedin.com/in/niallszalkai/>

---

## Work & Education History

### Full Time Carer

*Home, (August 2018 - Present)*

Provided care for a young autistic person who has grown into a very capable self sufficient young adult. During this time I have studied to keep up to date with relevant technologies and learnt new skills. I have also freelanced during this time when the opportunities were present.

- Website Administrator - Oils & Coils (2020-2021)
  - Maintained the ordering website during covid lockdown.
- Administrative Assistant - Private Landlord (2021 - Present)
  - Managed tenant communications and important documentation.

## BSc (Hons) Computing

*Canterbury Christ Church University, Kent – (2014 - 2018)*

I studied many modules over four years including Programming (C#, Javascript, Java, C), Operating Systems, Cryptography and many more. Incomplete due to an increasing carer obligation.

## System Administrator

*JK Services Group, Kent – (2012 - 2014)*

I fulfilled many responsibilities such as KPI Systems, Internal ISO Auditing, Administration, Health & Safety Documentation and Client Communications.

I also obtained a level 3 NVQ in Business & Administration.

## Customer Service Agent

*Saga Insurance, Kent – (2010 - 2012)*

My role was to give great customer service over the phone while providing informative and accurate insurance information to regulation. I also achieved sales targets month on month and performed administrations tasks on behalf of the customer.

## Secondary Education

*Hartsdown Technology College, Kent – (2010)*

Double A Level - ICT (C,C)

GCSE's - Maths, English, Double Science, History (C & Above)

## Skills

Microsoft Office	Administration	C#	Customer Service
Windows	Technical Support	Javascript	Client Communication
Linux	KPI's	Mac OS	Studying Comptia A+