

Richard John Mark Burley

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Professional Profile

A dynamic, focused IT professional, with a wide range of both management and technical experience and skills. Equally happy leading or being part of a team. Always eager to work closely with, learn from, and contribute to, all areas of a business. Formal qualifications include both academic (2:1 (Hons) Computer Science degree) and practical (MCSE) learning approaches.

Objectives

Seeking an opportunity to help drive IT strategy and delivery forward in a new environment whilst continuing to build my management & technical skills.

Career Summary

2000 – Present : IT Manager (Europe), [Lerch Bates Ltd](#)

Design, procurement, implementation and management of all European IT requirements for company as it has grown from 18 employees at 2 offices to 55 employees at 6 offices throughout the UK, France, Germany, Poland and Russia. A few examples of the responsibilities and projects undertaken are as follows;

Management:

- Working with the Directors to outline ongoing and future company IT strategy.
- Recruitment, training & management of 2 user support personnel.
- Sourcing, recruitment & management of 3 developers (with Kingston University).
- Planning & managing yearly IT budget. (£50k in 2000 to £350k for 2010)
- Development & management of CSR policy and work towards ISO 14001.
- Additional support for Indian & Middle-Eastern offices. (Mumbai & Dubai)

Projects:

- Moving from a single file server to a SharePoint 2007 farm for collaboration.
- Working with the FD to implement a bespoke ERP solution. (MSSQL & .NET)
- An online, client facing, service application. (Also MSSQL & .NET)
- Implementing European WAN / VPN infrastructure. (Hardware & Software)
- Office setup and relocation, new and existing offices, including European HQ.
- Joint development of website(s) with the Sales / Marketing department.

Infrastructure:

- 12 servers, including; file, email, application, collaboration, development, testing & infrastructure (AD, DNS, DHCP, etc). (Windows, Exchange, SharePoint & Bespoke)
- Full “mobile” platform to enable all users’ access to all company resources whilst working at client sites, on the road, or at home. (“3G”, VPN, RPC over HTTPS & BlackBerry ES)
- Firewalls, routers and other security systems. (Cisco / Watchguard / McAfee)
- Management of power, connectivity and AC, inc. procurement / setup of all.
- Connectivity; from 64kbps ISDN in 2000, to 10,240 kbps, PPOE in 2009.

2001 – 2003 : IT Manager, [The FM Company plc](#) (Now [Conssero plc](#))

Fulfilled this role in addition to the above role at Lerch Bates (the FM Company was a "daughter company" of Lerch Bates). Role was very similar to that at Lerch Bates as the FM Company grew from 2 to 12 employees in 2 years;

- Design and management of web application. (Oracle on Solaris (SPARC))
- Responsible for design of the connectivity functionality of “Site Terminal”.
- High-level discussions with decision makers at various international clients.
- Sourcing, recruitment, training and management of key technical staff.

Formal Qualifications

2010

- PRINCE2 2009 (Practitioner) - Pass. Certificate: 02313210-01-V781
- PRINCE2 2009 (Foundation) - Pass. Awaiting listing on APMG website

2007

- [MCSE \(Windows Server 2003\)](#) - (Transcript: 774317 - Access: burley2007)
- [MCTS \(Windows Vista\)](#) - (Transcript access as above)
- CompTIA Security+

1996 – 2000 : [BSc \(Hons\) Computer Science \(2:1\), Kingston Univ.](#)

This degree covered not only software development but also project management, data communications and database systems. The two most relevant aspects of the course were:

Industrial Placement (3rd Year) : Support / Consultant, [E92 Plus Ltd](#)

- Implementation and support of corporate Intranet.
- Design, implementation & maintenance of client support application.
- Staff training (on and off site).
- Consultancy for security / monitoring hardware and software solutions.
- Telephone / on-site support for all company products.

Dissertation (Final / 4th Year)

‘Design and Implementation of a Web Enabled Database System’ Using Access 2000 and ASP (VBScript).

Personal Details

Date of Birth: 01/06/77

Languages: Native English and fluent Spanish

Nationality: British / Chilean

Health: Excellent; non-smoker; non-drinker

Other: Trained First Aider & Fire Marshall

Further information: www.richardburley.com

Interests & Activities

Sport: Enjoy participating in a number of sports, currently playing Badminton weekly.

Charity: Trustee & member of the Artistic Committee of [The cornerHOUSE](#), a local, volunteer run, theatre / community arts centre (since 2000), previously involved in other similar organisations. Also undertake one major, and a number of minor sponsored events per year to raise money for a number of charities. Walked across England in 5 days in June 2008.

Creative Arts: Performing, directing and writing for non-professional stage and film projects and regularly involved with local photographic and art events.

Reading / Writing: Reading, both fiction and factual, and writing of books & poetry.

Travel: I spent seven years of my childhood in Chile, which is where I learnt Spanish. I also lived in Pittsburgh, Pennsylvania, for 2 years. Have recently travelled to Mexico and Rome.

Referees

Available on request.

IT Knowledge Summary

Operating Systems:

- Advanced: Windows (from 3.1 to Windows 7 and 2008 R2 Server).
- Intermediate: Linux (Red Hat, Fedora & Ubuntu), MAC OS (8.0 to 10.6.2).
- Basic: Solaris (2.6 to 10).

Collaboration / Content Management / Web Editing:

- Advanced: SharePoint (to 2007), WordPress (to 2.9.2).
- Intermediate: Joomla (to 1.5.15), FrontPage / SharePoint Designer / Expression.
- Basic: Drupal (to 6.16), DotNetNuke (to 5.1.4).

Software Development:

- Advanced: HTML.
- Intermediate: ASP (VBScript), CGI (Perl), PHP.
- Basic: C/C++/ C#, JavaScript, Java.

Database Technologies:

- Advanced: SQL Server (to 2008).
- Intermediate: MySQL (to 5.1.44), Microsoft Access (to 2007).
- Basic: Oracle Suite (to 9(i)).

Packages:

- Advanced: Microsoft Office (to 2010) inc. Visio & Project.
- Intermediate: Adobe Acrobat (to 9), AutoCAD (to 2010).
- Basic: Adobe Flash (to CS3).

Networking:

- All aspects of LAN / WAN administration. Including design, implementation and maintenance of Domain Services (Active Directory), IIS (to 7.0), Exchange (to 2007), SharePoint (to 2007), WSUS, DNS, DHCP, WINS, etc.

Solutions:

- Cisco, Watchguard and Checkpoint security.
- McAfee (Including ePO, Desktop, Server & Appliances) anti-virus.
- Veritas and ARCserve enterprise backup.

Infrastructure:

- Specification, installation and maintenance of both hardware (including rackmount and standalone servers, routers, firewalls, dedicated security devices and switches) and communications (International LAN / WAN, Leased Line, ADSL / SDSL, PPPoE, ISDN & Analog / Digital / VoIP PBX).

Systems: (Hardware and Software)

- Specification, installation and maintenance of all required components / technologies to integrate and manage an international corporate information technology infrastructure.

Miscellaneous:

- Project Management (including PRINCE2 (Certified Practitioner)).
- Service Management (including ITIL).
- ROI analysis (short, medium and long term strategic).
- Procurement of IT systems & solutions (national & international).