

Personal Profile:

Food Safety is my PASSION. A Food Safety Compliance and Legislation professional with Trainer delivery experience of: Food Safety and Quality Management; ICT; Business and Mathematics. Food Inspection Audits and Reviews for SMEs. Attention to Detail in the development of HACCP Plans and Documentation. Excellent software and ICT troubleshooting skills. Overall problem solver with accurate and methodical approach to gathering information. Able to handle competing priorities. Effective organisational skills. Working with people from a wide range of backgrounds and managing change tactfully and assertively on behalf of FBOs. Good Negotiating skills. Application of Scientific and Technical Understanding, also cascading this knowledge in a practical way. Reliable and committed individual AVAILABLE to work on your organisations behalf as a Consultant.

Accredited Centre	Date	Qualifications
COMPTIA	Pending June 2018	COMPTIA A+
University of Birmingham	Pending July 2018	CertHE in Food Safety and Food Legislation
CIEH	May 2018 May 2018	Occupational Health and Safety Level 3 Food Safety Level 3
EDEXCEL Pearson	April 2018	CAVA
AXELOS	March 2018	PRINCE2 Foundation
University of Greenwich	2007	PgCert in Food Safety & Quality Management
Wingate Training (UK) Ltd	November 2011	Level 3 Award in Assessing Competence in the Work Environment
DV8 Training	July 2011	Functional Skills Maths Level 2
CIEH Accredited Centre	2017-2018	Occupational Health and Safety Level 2 & 3
CIEH Accredited Centre	2011 - present	Food Safety Level 2 & 3
British Institute of Technology & E-Commerce	November 2008	NVQ Level 5 - Diploma in Management
University of Greenwich	October 2001	PGCE in Education
University of East London	1986	BSc (Hons) IT with Microbiology
East Ham College of Technology	1986	O Level English Language

CONTINUING PROFESSIONAL DEVELOPMENT

Software Trainer & Expert User in:

Microsoft Office Suite (**Advanced level for all**): Word; Excel; PowerPoint; Access; Publisher; Project. Also, Visual Basic 6.0 (+ VBA); CorelDraw; Photoshop; Dreamweaver, Hot Potatoes and Quia for Resource Development, Virtual Learning Environments (VLEs): Moodle and Bespoke VLE, MAC Apps (e-Course Development): iMovie, Keynote, Pages, Numbers, Audio Edit Studio & GarageBand. Licensed Holder/User of: Camtasia, Movavi, Articulate Storyline 3 - Authoring tools

Memberships:

CMI (4105946) , **CIEH** (025619 - CIEH Centre) CIEH Affiliate Member - 209170

INDUSTRY EXPERIENCE SUMMARY

- January 2011 to Present - Business Owner providing: Product & Business Start-up Training, Food Safety and Quality Management Training. Managing Accounts, Principal Buyer and Event Management.
- Quality Manager Work Placement in a Banana Packhouse.
- Pre-EHO Inspection checks for start-up companies and Business SFBB Coaching & Consultancy.
- High profile exhibition preparation and product development in Olympia & Earls Court during 2013-2015
- Some work Shadowing with Islington Council inspecting live businesses and doing revisits.
- Prepare and Develop contextualised and generic Training Material and Deliver inspiring lessons or workshops in the Education and Food Industry.
- Training teams with Accredited, Externally Assessed, Food Safety Level 2 Qualifications and applying Practical knowledge.
- Kitchen design advice for FLOW and H & S Structural advice in ready fitted Kitchens
- Pest Control maintenance and review; Cleaning Schedules and Temperature Notation and Calibration tips.

- Completion of SFBB Diaries for SMEs and Food Hygiene in-house Training for staff
- Advice on GMPs and use of PPE during service and cleaning
- EHB Registered for HCFPI (Higher Certificate in Food Premises Inspection) Logbook Submission and Professional Exam.
- Thorough progressive knowledge of food microbiology, food science and technology, food law and criminal law, building construction and building services in relation to food businesses and risk assessments.
- Completing Risk Assessments for Exhibitions and Mobile Catering
- Advising FBOs on use of COSHH when cleaning to avoid cross contamination with food and also in specific cases of extensive pest activity that needs to be cleaned and monitored over time with a view to eradication of the issues.

EMPLOYMENT HISTORY

Jan 11 to Present Foodtruly Ambitions

- E Course Development, Social Media Development, eBook Authoring, Technical Authoring;
- Food Safety Training;
- HACCP Development for external clients
- Food Safety Audits
- Food Inspection Consultancy to help FBOs of SMEs
- Product Development Consultancy
- Food Safety SME Audit Review sessions and action planning
- Remedial Action for Non-compliances/Improvement Notices
- Due Diligence Training
- Change Management for staff in Charitable Organisations resistant to change
- Inspecting a range of premises and advising on hygiene and safety issues
- monitoring standards for FBOs so they are prepared for Inspection
- Advice on how to Prepare samples for laboratory testing if EHOs request
- Educational talks to groups on Food Safety
- keeping records and writing reports
- Helping FBOs to understand Prosecution and making Claims for Regrading if appropriate

Nov 09 to March 16 Visiting Lecturer and Contractor for Various FE Institutions

- Role involves Lecturing; Resources development and Candidate Assessing.
- Delivery of Functional Skills: ICT, Maths and English.
- Contextualised resources development.
- Delivery of Functional skills Maths and English for various subject areas including Patisserie and Culinary Arts students.
- Delivery of ICT units essential to Level 2 Diploma in Business.
- Role involves Lecturing; Course Development and Candidate Assessing and Internal Moderation.
- Delivery of Equal Opportunities and Understanding Diversity.
- Exams Administration and Management via OCR Interchange
- Planning and Curriculum Development for Functional Skills and VB.Net Programming
- Preparing materials for Microsoft Office 2007 software applications suite
- Delivery of Functional Skills and BTEC Units for Year 2 students in Programming
- Lecturing and Candidate Assessing. Good Ofsted feedback: impromptu inspection in my 1st week at SHC.

Jul 09 to Oct 09 Basic Skills/Personal Advisor /Session Delivery (CDG, Agency Contract)

- Basic Skills delivery in Numeracy and Literacy
- Managing an agreed caseload of programme participants on the 13 week programme
- Complete all Initial Assessments and Individual Learning Plans and other documents for customer files
- Arranging work placements for customers and advising on career progressions and interviewing for jobs
- One to One support to customers who need to find employment; placing them into work/on courses
- Liaising with the Employability Assistant in regards to new starts on Nominal roll and signing off customers
- Vacancy referrals; preparing customers for pre-screening and interviews; and CV writing
- Managed, at short notice, non-compliances for an Inspection. A successful outcome was achieved to save the H2H contract at CDG.

Sep 08 to Jul 09 Visiting Lecturer in ICT - Uxbridge College

- Key Skills Delivery for: Literacy, IT and Numeracy (Application of Number)
- Delivering and Developing Material for: Web Design; Systems Analysis; Networking and other BTEC IT modules on the BTEC First and BTEC National general and Programming pathways.
- Role involved Lecturing and Candidate Assessing. During Ofsted Inspection I was observed and the Ofsted Observers' feedback to me directly was "EXCELLENT" (Department Ofsted Grade = 1).

Nov 07 to Aug 08 Basic Skills/IT Trainer Roles and Lecturing / Supply Teaching (Agency Contracts)

Roles include: E2E Training; Basic Skills; ESOL Training; IT Training (Eng, Math, IT, Bus, Music); FE

Aug 01 to Oct 07 Newham Sixth Form College (Tutor/Lecturer/Commercial IT Trainer)

Subject specialism: IT; Computing; and Business

- 16-19 yr old: Applied ICT; BTEC and A-Level in ICT and BTEC Business First Diploma.
- 14-16 yr old: Schools Link programme development and implemented for Vocational ICT (04/06)
- Commercial Training: Beginners; Intermediate; Advanced (Microsoft, Bespoke software and CLAIT).
- Expert Lead and Trainer on projects such as: Sure start; NHS; Local Government; and the general public.
- Also delivered Bitesize courses for which I developed resources to meet specific Curriculum Objectives.
- Training Needs Analysis; Classroom Delivery/Setup; Technical authoring; Delivery of ICT and Business.
- Interviewing and Tutoring. Leading and Working With Others in: Technical Authoring and designing material for delivery of Commercial Training and bespoke training. Used Moodle, Quia, Hot Potatoes.
- Edexcel OSCA moderator for NewVIc - Programme Leader for AVCE
- PGCE **Mentor** for Technology Department at NewVIc for Beginning Teacher on the PGCE (PCET) programme at Institute of Education. My **Mentee successfully passed** and completed his PGCE.
- Member of PGCE (PC) Course Committee at The Institute, London EC1 (2004/2005).

Sep 94 - Jul 01

Combination of Agency roles:

- SAP Project Assistant Manager for Stationery Company and Buy-in of 6 companies. Executive PA to IT Directors attending all Steering Committees; Senior Management and Chairman Briefings
- Database Management: Maintenance of system using: dBase 3+ and FEFC funding Management and Database Reconciliation
- Documentation Management/Executive PA Secretary to Design Director: Jubilee Line Extension Project at 30 South Collonade, Canary Wharf & Canning Town sites; Drew the Jubilee Line Extension design for London Underground; Typical Audio Secretarial duties which included Change Management and Risk Management Administration and Scheduling; Liaison with Civil Engineers and Negotiating Blueprints and RFIs between JLEP and External Civil Engineers; Winding down project Stock Management.
- Executive PA Secretary (Audio Typist) in Industries: BT Legal; Insurance Brokers; Solicitors; Surveyors; Property Management; The Queens Estates - St James Park; UNISYS; Pagoda Books Publishers; Advertising; Computing Consultants, NHS, PCTs (Primary Care Trusts), Hospital Consultants, etc....

Jan 90 - Aug 94

Combination of roles whilst studying:

- Night Duty Cheque Reconciliation Clerk for TSB Bank in London Bridge clearing house; Credit and Debit Cheque Reconciliation and Encoding duties; Pilot Time & Motion studies Candidate.
- Computer Lab Supervisor and Business Manager. Ran a Typing Service to raise money for the Lab
- Finance Director Executive PA Secretary
- IT Teacher for University and School Students
- IT Helpdesk for Greenwich University - Student Portal First Line Support
- Banana Packhouse Quality Control Manager