

**DATA ADMINISTRATOR (Career Break)**

**Royal Free - NLPSS / October 2022 – October 2023**

***Core Responsibilities:***

* A career break to allow me to dedicate my time towards helping my autistic son to prepare for his GCSEs and also to allow me to fine-tune the necessary technical skills in preparation for a career as a data scientist.
* Managed the administrative workflow for processing employment applications from medical staff, utilising Trac and ESR systems with meticulous attention to detail.
* Leveraged MS Excel to generate comprehensive management reports, ensuring timely delivery of key insights while adhering to all GDPR guidelines.
* Developed custom VBA scripts to streamline data cleaning processes, enhancing efficiency and accuracy in data management.

***Key Achievements:***

* Spearheaded the implementation of Excel Power Query across departmental teams, facilitating data validation procedures and promoting standardised practices for enhanced data integrity.
* Contributed to identifying and resolving data quality issues, collaborating with IT support teams to troubleshoot technical problems.

**HEAD OF COMPUTER SCIENCE**

**Ilford County High School / St James Senior Girls School / St Thomas More School / Tottenham University Technical College / 2016 - 2022**

***Core Responsibilities:***

* Led the Computer Science department across multiple secondary schools, supporting strategy development and data planning, instructional delivery, and staff management.
* Defined new data strategies and planning processes to capture essential data used in the production of Excel reports for data driven tactical decision making.
* Developed and implemented key analysis methodologies involving analytical and segmentation techniques using MS Excel, SQL, and Power BI reports designed to analyse results and inform on lesson planning, student recruitment and define data strategy.
* Adapted material delivery for students at different academic levels and implemented assessment strategies to monitor student progress.
* Mentored PGCE and Teach Frist Trainee Teachers as Subject Mentor, providing support in pedagogical techniques and classroom management.

[LinkedIn: Greg Scott](http://www.linkedin.com/in/greg-scott-20868183)

EXPERIENCE

**MSC INFORMATIONS SYSTEM DESIGN**

Westminster University

**BSC (HONS) BIOLOGY & CHEMISTRY**

Polytechnic of North London

EDUCATION

Power BI Certified

SQL Server & Data Modelling

Python and Pandas

Web Design (HTML & CSS)

Systems Development

MS Office Suite (Excel, Word & Access)

Data & Insight Analysis

Stakeholder Management

GDPR & Regulatory Compliance

Resource Management

Mentoring & Coaching

Improving Efficiency

Data Processing & Handling

IT Applications

Electronic Staff Records

Risk Assessment

Curriculum Development

Systems Analysis & Design

Project Management

Team Leadership

KEY SKILLS

Experienced and versatile professional with a robust background in data administration, computer science education, and systems development. Adept at department leadership, managing data systems, providing mentorship, and designing and developing innovative software solutions and IT applications. Skilled in ensuring data quality and integrity, resource management and various programming languages, such as Python, frameworks, and tools including SSMS, Excel and Power BI. Exceptional interpersonal, influential, and communication skills, fostering productive relationships with cross-functional teams, clients, and stakeholders.

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CONTACT

PROFESSIONAL PROFILE

DATA ANALYST

07904 458 468

London

***Key Achievements:***

* Successfully achieved increased success rates above national benchmarks in every school, with Ilford County High School Computer Science students receiving a 100% pass rate and 75% obtaining grade 9(A\*).
* Led and managed teams of IT teachers by closely monitoring performance and setting SMART targets, managing their work experience and agreeing and monitoring their CPD
* Introduced new Computer Science courses such as Python Pandas, SQL Server, and database design to meet the evolving needs of students and industry demands.
* Defined data capture requirements for school staff to facilitate the production of informative departmental Excel dashboards designed to promote data-driven decision-making throughout the school based on demographic segmentation and analytical insights.

**ICT LECTURER CONEL**

**Enfield College / 2005 - 2016**

***Core Responsibilities:***

* Prepared and delivered engaging and informative lectures, tutorials, seminars, and workshops for BTEC courses in Systems Analysis and Design, Relational Database Theory and SQL, and Web Design (including HTML and CSS).
* Utilised various instructional strategies, technologies, and resources to accommodate diverse learning styles and enhance student understanding.
* Managed UCAS applications and e-ILP software, including Moodle and Pro-Monitor, an integrated learning monitoring and support system.
* Provided personalised support and guidance to students, including academic advising, career counselling, and assistance with coursework.
* Integrated real-world examples, case studies and industry trends into instructional materials to enhance relevance and applicability.

***Key Achievements:***

* Achieved consistent success rates above national benchmarks by implementing effective teaching methods and providing personalised support.
* Established and managed the successful ‘Computing Club’, providing students with opportunities for additional learning and enrichment using SQL, SSMS and elementary use of Python Pandas.

**SYSTEMS DEVELOPER**

**NatWest / CommerzBank / Logica UK / 1993 - 2004**

***Core Responsibilities:***

* Developed and maintained software applications, systems, and solutions for leading financial institutions and IT consultancy firms, gaining exposure to all stages of the system development life cycle.
* Led project management activities, by defining project milestones (using MS Project) to monitor progress against plans, prioritised activities by performing Critical Path Analysis and by managing change and resolving conflicts and problems.
* Supervised teams of software developers and analysts by setting SMART targets, monitoring performance, conducting appraisals and also by providing technical training to new staff members.
* Experience of Customer Relationship Management essential for the extraction of agreed user requirements and system specification documents, for also for regular updates on project progression.
* Utilised programming languages, such as SQL and Visual Basic, and development frameworks and tools, to build scalable and robust applications.
* Designed and implemented user interfaces and front-end components using web technologies such as HTML, CSS, and JavaScript.
* Performed systems analysis and design specifications to translate business requirements into technical solutions. Developed and maintained database schemas, queries, and stored procedures using SSMS

MS POWER BI

PL300 Certification

2024

INTERM. SQL SERVER QUERIES

DataCamp

INTERM. SQL SERVER

DataCamp

INTRODUCTION TO PYTHON

DataCamp

IINTERMEDIATE PYTHON

DataCamp

EXCEL POWER QUERY & PIVOT

Udemy

PGCE (IT)

Middlesex University

NHS LABORATORY OFFICER CERTIFICATION – MEDICAL MICROBIOLOGY

Paddington College

EARLIER CAREER

MANAGEMENT / FINANCIAL ACCOUNTANT

PCFC (Polytechnics & Colleges Funding Council)
1988 - 1992

MEDICAL MICROBIOLOGIST

Hackney Hospital
1985 - 1988

PROFESSIONAL DEVELOPMENT