

# RON HUGHES

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IT professional with more than 25 years experience (including 20 years in management) gained in the electronics industry, working for a university and in commerce. Key IT skills: HTML, XHTML, CSS, JavaScript, PHP, XML, XSL, XSLT, Java, VBScript and ASP. Familiar with other O-O languages such as VB and C++. Main strengths: calm analytical approach to problem solving, organisational skills, thoroughness and a good eye for detail. Proven ability to develop efficient, profitable and successful businesses in the SME sector. IT consultant to SMEs, on behalf of The Enterprise Centre. Online IT tutor, on behalf LearnDirect.

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## CAREER HISTORY

### SELF-EMPLOYED [2003-PRESENT]

Freelance IT services: consultancy, tuition, Web site design, site reviews, project management, technical writing, and consultancy on behalf of The Enterprise Centre.

### INSURE-COM LTD

#### Development Control Manager [2001-2003]

- Performed the functions of a quality assurance (QA) manager in the software development team.
- Facilitated the gaining of ISO 9001 and TickIT accreditations.
- Monitored workflow to ensure compliance with ISO 9000 throughout the software development life cycle.
- Developed QA procedures for software development and testing.
- Set up and maintained a change control system based on a Web version of PR-Tracker, to record reported bugs, new requirements and change requests.
- Implemented V-model based software development methodology, involving unit testing, verification and validation.
- Utilised MS Visual SourceSafe for version control, storing requirements and design specifications, file transfer logs, QA procedures, etc.
- Used MS Visio to produce workflow diagrams, flowcharts, etc.

#### Project Manager [2000-2001]

- Utilised MS Project to manage software development project.
- Evaluated Prince II (project management methodology).

### SELF-EMPLOYED

#### Electronic Reference Manager [1990-2000]

Contracted to HarperCollins Publishers Ltd to build an international mail-order fulfilment business, to develop, support and market a range of electronic reference products (based on Collins English and bilingual dictionaries).

- Leased premises, recruited and trained staff, organised advertising and editorial coverage, built a base of international customers and produced a 14-fold increase in sales.
- Project managed software development, testing and release of various DOS and Windows-based software products.
- Produced sales literature and other technical documentation, including user guides, for range of disk and CD-ROM based products. Set up Help Desk to provide technical support service for users (MS-DOS and Windows).
- Developed and maintained company's e-commerce Web site to market products, incorporating technical tips and FAQs.
- Organised exhibitions, promoting products at international fairs and events, arranged hardware, software and staffing of stands, accommodation and transport, to increase company profile and market visibility.
- Negotiated terms with French distributor and arranged localisation of software for French market. Arranged cover-mounted discs and versions that could be downloaded from specialist forums.
- Maintained a Novell network for resource sharing and ensured Year 2000 compliance. Devised and implemented a disaster recovery system, installed UPS and anti-virus software.

- Conducted surveys of handheld computer manufacturers and software developers. Drove the expansion of the revenue from licensing machine-readable dictionaries and negotiated licensing deals increasing royalties for HarperCollins.

#### **PC Dealership [1986–1990]**

Set up own specialist PC dealership supplying hardware, peripherals and software to clients nationwide, supported by a comprehensive training service.

- Pioneered the development and expansion of a PC dealership from a zero-base, leasing premises, recruiting and training staff, and marketing services nationwide to build an active customer base of 900 accounts.

#### **CONTROL & READOUT LIMITED**

##### **DP Manager / Sales Office Manager / Internal Sales Engineer [1980–1986]**

- Developed specification for bespoke sales-order processing and stock control systems, developed by a 3<sup>rd</sup> party software house and project led their subsequent installation in-house.
- Wrote and developed training courses for staff in the use of minicomputer-based system. Learned COBOL-like programming language called SIMPLE and developed software.
- Identified inadequacies in the Amstrad PCW8256 user manual. Wrote a book published by Macmillan Education Ltd.

#### **EXCELLON INTERNATIONAL LTD**

Technical Sales Manager / Technical Sales Engineer [1979–1980]

#### **ANALYTICAL ACCESSORIES (SPECAC)**

Internal Sales Engineer [1977–1979]

#### **UNIVERSITY OF LONDON, QUEEN MARY COLLEGE, PHYSICS DEPARTMENT**

Senior Research Technician / Research Technician [1971–1977]

#### **MARCONI ELLIOTT SPACE AND WEAPONS SYSTEMS LTD**

Junior Engineer / Design Draughtsman [1968–1971]

#### **HILGER AND WATTS LTD**

Electronics Draughtsman / Trainee Draughtsman [1965–1968]

#### **PERSONAL DETAILS**

##### **RECENT IT EXPERIENCE [2000–PRESENT]**

##### **Programming, mark-up, scripting and modelling languages:**

HTML, XHTML, CSS, JavaScript, PHP, XML, XSL, XSLT, XPath, Java, VBScript, ASP, UML, Perl, CGI

##### **IT training courses:**

NTS induction course leading to accreditation as learndirect online IT tutor 2004

VBScript (silicon beach centre) 2004

ASP (silicon beach centre) 2004

##### **Applications, utilities and operating systems:**

MS Word, MS Excel, MS Access, MS Project, MS Visio, MS Outlook, MS Visual SourceSafe, Dreamweaver, PR-Tracker, Paint Shop Pro, DrawPlus, UltraEdit-32, NetBeans IDE, SWiSH (Flash compatible), BlueJ (Java IDE), Windows XP Pro

##### **ACADEMIC QUALIFICATIONS:**

- OCN Computer Programming in Java [2004]
- Open University (undergraduate course) *MU120 Open Mathematics* [2001]
- OU (postgraduate course) *MZX861 Computer Architecture & OS* [1999]
- HNC Electronics [1974]
- ONC Electrical Engineering [1971]

##### **Other information**

Date of birth 7<sup>th</sup> August 1946

Car owner/driver with full, clean, UK licence.

References and testimonials available upon request.

##### **Languages**

Working knowledge of French and OCN Spanish.

##### **Interests**

ICT, photography, natural history and woodwork.

Maintaining local community Web site [www.findon.com](http://www.findon.com)