

## Wayne Shaw

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### Professional and Personal Profile

I take great pride in my excellent work record having been in full time employment since leaving full time education in 1993. In my last job I spent over 14 years working for the Environment Agency in a technical support and administrative capacity. I only left this job because I was made redundant.

I have the experience to be a good team player, yet I also possess the skills and confidence in my own abilities to work off my own initiative to achieve good results.

I am a conscientious and hard worker with a desire to succeed in everything I do. I approach new challenges with enthusiasm and a willingness to learn new skills.

**My career aim is to always exceed the expectations of my employer.**

### Skills and Knowledge

I have excellent IT skills and I am very proficient in the use of the Microsoft Office Suite. I have also had extensive use of various in house systems used by the Environment Agency and limited use of SAGE, BACS and other HR/payroll systems.

As an active health and safety representative for UNISON I have a good knowledge of health and safety regulations and I take workplace safety very seriously.

I have a very good knowledge of the Environment Act , IPPC legislation, PPC regulations and the Water Resources Act.

I have enrolled on, and passed, several training courses during my time with the Environment Agency, many of which were concerned with environmental regulations, customer service, health and safety and computer systems used by the Environment Agency.

### Career Summary

**30/9/1996 – 31/3/2011**

07/12/2007 – 31/3/2011

30/9/1996 – 07/12/2007

**ENVIRONMENT AGENCY**

**Pollution Prevention and Control (PPC) Regulatory Assistant**

**Regional Control Centre (RCC) Operator**

- My most recent position was as the technical and administrative support officer for the PPC Merseyside team of the Environment Agency.
- My main duties included receiving and reviewing Environmental returns and entering them onto the EA systems, creating and maintaining spreadsheets and databases and inputting technical data into various computer systems used by the Environment Agency. I was also responsible for all the general administration for the team such as scanning; filing; photocopying; maintaining the team diary; booking travel and accommodation; ordering equipment; taking minutes in team meetings etc.
- My previous role with the Environment Agency was RCC Operator. I was part of a team that operated the 24 hour control room, where incident reports were received from various people including the general public, emergency services and local authorities. As such, customer focus and customer service were very important.

**Feb 1996 – Sept 1996**

**RENTOKIL SECURITY SERVICES**

**Security Officer**

- General security duties including retail work, reception, weighbridge operation and static guarding.

**Dec 1993 – Feb 1996**

**BURNS INTERNATIONAL SECURITY SERVICES**

**Security Officer**

- General security duties including retail work, reception, weighbridge operation and static guarding.

## Education and Qualifications

**2 A Levels** History - D, Sociology – E.

**7 GCSE's** English - C, Maths - C, French - B, History - C, Art - C, Biology - C, Physics – C.

## Personal Details

**Driving Licence** Full, clean car and motorcycle held since 1991.

**Interests** Motorcycling, reading, football, films, music, playing the guitar and watching motorcycle racing.

## Referees

Available on request.