

IAN COOPER, MBA (Finance), BSc Hons (Eng.)

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Education

QTS (ICT) E-Qualitas December 2003

MBA (Finance) (3.6 GPA) Cornell University May 1990

[Johnson Graduate School of Management](#), Ithaca New York

B.Sc. (Upper Second Class Honours) Mechanical Engineering November 1987

[University of the West Indies](#), St. Augustine Trinidad & Tobago

<p align="center">Key Skills</p> <p>(1) Teaching/Lecturing/Training ICT, Mathematics, Physics, Travel & Tourism, Finance & Accounting</p> <p>(2) Computing Skills <i>Spreadsheets</i> e.g. Excel, Lotus 123 <i>Databases</i> e.g. Access, FoxBASE, FoxPro, Magic <i>Word Processing</i> e.g. MS Word / Word Perfect <i>Accounting Packages</i> e.g. QuickBooks/Quicken/Sage <i>Presentation packages</i> e.g. PowerPoint <i>HTML/Website development</i> e.g. MS Frontpage/Dreamweaver/Adobe/Fireworks/Freehand/Flash JavaScript, CSS, DHTML, CGI, Paint Shop Pro, Note Tab Light <i>Programming Languages:</i> PHP, Visual Basic, MySQL <i>Communication software</i> e.g. MS Outlook / Netscape Messenger <i>Operating Systems</i> e.g. MS Windows 2000/Vista/2007; Linux SUSE</p> <p>(3) Budgeting & Forecasting e.g. cash flow, Project Costing, Business Plans</p> <p>(4) General Management e.g. Organisational Charts, Change, Start Ups</p> <p>(5) Accounting e.g. P&L, Financial, Management, Trial balance, Balance Sheet</p>	<p align="center">What to expect from me</p> <ul style="list-style-type: none"> • Honesty & Integrity without question • Calm but timely objective problem solving • Vision & initiative displayed at every opportunity • Unswerving loyalty to an honestly progressive organisation • Punctuality, optimum efficiency & available for working flexible and odd hours • An uncanny ability to get up to speed quickly in virtually any accounting platform! • Confidence tempered by humility accommodating views from all stakeholders • A firm belief in Equal Opportunity • A great sense of humour!
<p align="center">My Experiences....</p> <p>Specialist ICT Teacher</p> <ul style="list-style-type: none"> ■ St. John Fisher Catholic School (September 2010 – August 2011) – ICT Teacher (Maternity Cover) ■ Strood Academy (September 2009 – August 2010) – ICT Teacher Teaching ICT OCR Nationals and DiDA ■ Temple School (June 2002 – August 2009) KS3 (Year 7-9) to KS4 (DIDA, GNVQ & GCSE) Year 10-11. My responsibilities have included: <ul style="list-style-type: none"> a. Being the KS3 Coordinator between 2004-8 b. Developing a framework for teaching the new DIDA Edexcel course c. Assistant Head of Department – ICT September 2006 to February 2009 d. Head of Department – ICT February 2009 to August 2009 <p>Part time Lecturer University of Technology (2001) -two (2) BSc degree subjects: <u>Transportation Systems in Tourism Development</u> • Curriculum developed & taught include:</p>	<p align="center">Proud Achievements</p> <p>(1) The development of a purposeful interactive educational website known as BertoTools.com for teachers across the spectrum of subjects providing free online teaching resources.</p> <p>(2) The development of Wateriwine.org as a worship ministry with a variety of online resources.</p> <p>(3) The creation and management of a database known as the DiDA Assessment Manager (DAM) specifically for schools to use to monitor and assess student's DiDA portfolios across units and SPBs, in effect managing the process of delivery and assessment of my particular course with a pass rate in excess of 85% over five years.</p> <p>(4) The creation of a school database to assist teachers with most aspects of paperwork covering reward schemes as well as discipline management. The database includes facilities for tracking merits, commendations, incident reports, detention scheduling and letters.</p>

- Development, marketing strategies & GDS technologies of the global airline and cruise line industries
- Economic impact of the global airline and cruise line industries on North America & the Caribbean
- Route planning and break-even analysis within the airline industry

Project Planning and Hotel Evaluation

Curriculum developed & taught include:

- Marketing strategies and segmentation/branding techniques employed by global competitors
- Introduction to PV, FV, IRR and risk/return investment concepts
- Determination and Evaluation of key hotel operational parameters
- Evaluation of Balance Sheet, Profit & Loss and other financial statements for hotels

Finance Manager

ITS Tours Ltd. (1996 - 2001)

Main functions & achievements over the period included the:

- Successful streamlining of the company's ICT systems
- Supervision and management of all Group budgets & forecasts
- Compilation and submission of all statutory returns
- Strategic planning function & implementation including aspects of marketing & operations.
- Personal responsibility for Monthly & Annual Financial Accounts in accordance with GAAP

Finance Director - Admin & Planning

AIDEB Industries Ltd (1990 - 1996)

- Treasury & Investment Management & Company Planning for group subsidiaries including an 11 branch travel agency, an insurance brokerage, an auto rental company, a hardware & lumber retail company and an auto spares company
- General supervision of payroll & data processing
- Liasing with Group Auditor regarding interim and annual audits as well as tax liabilities including co-ordination of in-house training on value added taxes
- Liasing with Group insurers in connection with the review of cover and cost for all categories of the Group's risk
- Co-ordinating the Group's computerisation programme in liaison with the Group IT Manager

- (5) The creation of RestInnLondon.com aimed at assisting London tourists.

Other Assignments and Involvement

Voluntary work done for and membership of a number of service organisations, clubs and associations including:

- ⇒ Kiwanis International
- ⇒ The Grosvenor Citizens' Association
- ⇒ Canada Hall Alumni Association.
- ⇒ Chatsworth Baptist Church
- ⇒ [Walderslade Baptist Church](http://WaldersladeBaptistChurch.org)

My association with Walderslade Baptist Church as a member since early 2004 has also allowed him to contribute as a leader for Tuesday evening teaching and games sessions for year 3-6 students, a weekly voluntary exercise I participated in for 4 years. I also led our House Group for three years.

My personal interests and hobbies include Philately, Chess, Music, Soccer, Cricket, Writing & Horticulture. I also served as Brotherhood chairman at church along with teaching adult males at Sunday school during 2001. I presently serve as webmaster of:

- BertoTools.com
- MagicVacation.Net
- MaidstoneOnline.Net
- MedwayOnline.info
- RestInnLondon.com
- Receivables4u.com
- StreetWyze.Org
- TheaWray.com
- WaterIiWine.Org
- WaldersladeBaptist.org

Present Projects include:

1. Ongoing development of the music repertoire of Water II Wine Ministries electronically which includes creation of audiovisual content as well as expanding avenues of access for the company's client base (Non Executive Director).
2. The development of bertotools.com into a wholly interactive online worksheet database for teachers of all subjects.
3. The ongoing development of Regional Business Directories including MedwayOnline.info
4. The ongoing development of online travel databases including RestInnLondon.com