Andrew George Peck

A technical author with a passion for education and learning, I have worked in a variety of environments. I am an army reservist and hold government clearances. My background in teaching English to non-native speakers has provided me with practical experience in ensuring that written communications are clear and unambiguous.

Relevant achievements and experience

Technical Author and Training Consultant at Clearly Stated Ltd   July 2012 to present

- Developed full product documentation for 4energy for their monitoring and control system, including user guides for the software application, and installation guides and operating instructions for the hardware.
- Wrote user documentation for CD-adapco providing instructions in the use of battery design software for the automotive industry. This required knowledge of the chemical working of batteries of this type as well as an ability to devise use cases based on software experimentation.
- Developed interactive training materials for an online English language teaching application for Oxford University Press (English Language Teaching division).
- Developed and delivered specialist writing courses for non-native speakers at The University of Nottingham.
- Designed and deliver courses at The University of Nottingham's School of Contemporary Chinese Studies that are presented to visiting academics from overseas.
- Edited training materials intended for non-native speakers to improve comprehension and retention of information.
- Used an XML editor to convert existing documents into the DocBook schema.

Al Barij International LLC, Oman (as a consultant)   April 2012 to June 2012

- Wrote the governance policy documents for the Oman Dental College in consultation with the vice chancellor of the college and external experts.
- Worked on technically demanding capital projects such as Akzo Nobel's Purate technology.
- Generated accounts worth over £8000 per month to the business in on-going sales.

Royal Air Force of Oman (RAFO)   October 2009 to May 2012

- Designed a student record progress tracking system (using MS Excel) to predict a student's course outcome, enabling teachers to better counsel students at risk of failure.
- Revised placement and selection tests in light of current best practices.
- Specified, designed and authored course materials in InDesign, and supervised a team reviewing and testing the materials. Specified, designed and wrote an ESP module: English for Land Navigation.
- Re-specified the core English course and replaced the textbook.
- Coordinated with subject matter expert and other departments to feed into various projects and presented project updates and recommendations to key stakeholders and senior officers in RAFO.
- Led the design team on the IT projects group and communicated with a wide range of stakeholders.
- Participated in leadership, physical and adventure training to encourage the use of English outside the classroom setting, role-playing both non-combatant and enemy roles during station defence exercises to better integrate English with the wider curriculum.

Middle Ground   February 2008 to October 2009

- Delivered courses in Business English as a second language, adapting them to suit individual clients and delegates. Effectively used MS PowerPoint as a teaching and presentation aid.
- Assisted in the production of online, interactive training materials for Hillary's Blinds.

International Consultant   November 2007 to October 2009

Managed a consultancy providing negotiation and sourcing solutions to small businesses working in and out of China for both local government and the textile industry.

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Nottingham Trent University   **June 2007 to September 2008**

- Taught an academic English course to students from around the world.
- Taught a specialist course tailored for those applying to science and technology degrees.

The Gedling School, Nottingham   **September 2005 to February 2006**

Taught religious studies and mathematics to secondary school children.

Teacher/Language Support, China   **August 2004 to September 2005**

- Designed a writing course and an undergraduate foundation programme for Chinese students learning English. Delivered the first presentation of the writing course and managed the first presentation of the foundation programme.
- Worked in universities supporting non-native speakers with submissions of papers to academic journals.
- Delivered language teacher training to teachers in Qinghai Province, China.

Qualifications and professional organisations

Academic qualifications

- 2016 Graduate Certificate – Technical Writing, University of Limerick
- 2012 Graduate Diploma – Mathematics Education, Open University
- 2011 MA (Commendation) – English Language Teaching, Nottingham Trent University
- 2010 BSc Hons – Molecular Science (2:2), Open University
- 2004 BA Hons – Theology and Religious Studies (2:2), University of Wales – Lampeter
- 2004 Cert. TESOL (Trinity), Saint Mary's College, Twickenham

Open University certificates:

- Certificate in Introductory Astronomy
- Certificate in Health Sciences
- Certificate in Business Studies
- Certificate in Contemporary Science
- Certificate in Natural Sciences
- Certificate in Legal Studies

Professional organisations

A Member of the ISTC (Institute of Scientific and Technical Communicators) and presented at the annual ISTC conference – Technical Communication UK – in Bristol in 2013.

A Fellow of ITOL (Institute of Training and Occupational Learning).

Other skills and qualifications

- HSE registered First Aid at Work Instructor
- PADI Rescue Diver
- Published author (journalism and academia)
- Speaker of French and Mandarin Chinese

Software applications

Software is for the Windows operating system and is all current/recent versions unless otherwise stated.

Word Processing and DTP

- Adobe InDesign and FrameMaker
- Microsoft Word and Publisher

Presentations and Training Materials

- Adobe Captivate
- Microsoft PowerPoint

XML Editor

- XML Mind

Graphics

- Adobe Illustrator and Photoshop
- Techsmith Snag-it

Miscellaneous

- Adobe Acrobat
- Microsoft Excel
- Microsoft Outlook
- Microsoft Visio