

CURRICULUM VITAE

NAME: Matthew Cowell
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DATE OF BIRTH: 13th June 1979

CURRENT EMPLOYMENT:

May 2002-

HM Prison Nunton, High Lane, Nunton NU2 5FX

Prison Officer

As a prison officer it's my duty to treat prisoners fairly and humanely as well as use my authority to maintain control within the jail. In doing this, building good working relationships with prisoners is of great importance. I feel I have been able to establish a good rapport with most prisoners I've dealt with whilst maintaining authority. My approach to the job has always been with a sense of humour, trying to take the edge off what can be a very volatile environment. I try to encourage prisoners to make the best use of their time, getting involved in activities or attending classes, moving them a step closer to rehabilitation. In the course of my duties I have had to liaise with outside agencies such as the police, housing associations and the immigration service, in order to help prisoners get their affairs in order once their time in custody has been served.

EMPLOYMENT HISTORY:

September 2002-May 2003	People Personnel, 8 Buckingham Road, Nunton NU1 8DE	Kitchen Porter - Washing plates and pots and attending to any other ad hoc duties in the kitchen
May 2002-July 2002	Fortners and Stone, 22 Heston Road, Slimmerton SL11 4AN	Document Control Assistant - Job entails scanning drawings and documents, then registering them onto the company database.
December 1999-April 2002	Nunton County Council, 133 Victoria Street, Nunton NU2 9KP	Administrator - Job entails updating the councils database, ie, data entry.
June 2001-September 2001	Nunton Press & Mercury Group, 32 Lee Court, Nunton NU2 2DP	Imputer - Job involved 'grabbing' editing photographs to appropriate size. When saved the main page designer would then manipulate the photographs accordingly.
November 2000-June 2001	Hardackers Personnel, Burlington House, Portland Terrace, Nunton NU8 7VG	Map Editor - Job entailed the editing and updating of maps on a main database.
July 1999-January 2000	British Garden Stores, High Street, Nunton NU1 1PE	Sales Assistant - Duties included working the till, replenishing stock and customer service. This was a part-time position.

November 1997-April 1998	Cheap Save, Walton Road, Nunton NU3 8YB	Sales Assistant - Duties as above.
January 1995-August 1996	Safebury's, High Road, Slimmerton SL2 9JS	Sales Assistant - Duties as above (part-time).

EDUCATION:

October 1998-June 2001	Nunton Institute, East High Terrace, Nunton NU14 0NB	Qualification - HND Public Administration. Course involved exploring fiscal and and political constraints upon the public sector and changing attitudes within topics covered was The NHS Internal Market.
January 1997-July 1997	Slimmerton InTech, Langley Road, Slimmerton SL4 9JQ	Applications Used - WordPerfect 5.1, Supercalc 5, Dbase IV, MS DOS. Gained RSA Level 2 in using Information Technology.
September 1994-July 1996	Nunton College, East High Terrace, Nunton NU14 0NB	A/AS Level - Economic History C Business Studies D
September 1994-June 1996	William Blakewell School, Herne Lane, Nunton	GCSEs - Humanities B Economics B English Language B English Literature C Computer Studies C Maths C

HOBBIES AND INTERESTS:

In my recreational time I play football. I also enjoy listening to music. Among my favourite artists are Joshua Redman, Gomez, and REM. I'm also a keen reader. I tend to read books that have a sporting theme such as Fever Pitch, or sporting biographies (Alan Hanson, Des Lynam and Muhammed Ali).

ADDITIONAL INFORMATION:

Having completed a course in Public Administration, I hope to gain employment in an administrative capacity. With the amount time I've spent dealing with customers, I consider myself very adept in dealing with members of the public. I work well as part of a team and consider myself to be reliable, trustworthy and punctual. I still, at some point in the future, hope to undertake a degree in politics. This will hopefully widen my scope for employment.

REFERENCES:

Jonathan Scott, HM Prison Nunton, High Lane, Nunton, NU2 5FX	Eric Kingston, Landsdown Personnel Agency, 8 Buckingham Road, Nunton, NU3 9PX
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