

PERSONAL DETAILS

Name: Stephen A French
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Status: Homeowner with wife and three children
Education: BA (Hons) Philosophy - University of East Anglia 1981
A Levels: English (A), Sociology (A), Psychology (B) - Poole Technical College 1977

SUMMARY OF SKILLS

I have been a freelance PC computer consultant for over 20 years. I specialise in charitable and not-for-profit organisations. Most of my current work falls into the following Windows environment-based areas:

- ◆ **Database Design**
- ◆ **Visual Basic Programming (ADO/DAO)**
- ◆ **Web Site Design (HTML/ASP/Dreamweaver/Database/Project Management)**
- ◆ **Microsoft SQL Server and Access**
- ◆ **Web hosting and domain services**
- ◆ **Systems: PC and network set-up/project management**
- ◆ **DTP and Imaging Design**

CLIENT HIGHLIGHTS

Arab Women's Association (www.awa-london.org) (2009-) (Charity to help children in the Middle East). Complete Design of web site.

Chris Hodgkins (www.chrishodgkins.co.uk) (2009-) (Musician and Bandleader) Complete Design of web site.

Derman (2008-) (Turkish and Kurdish Support Organisation) Complete redesign of database plus support with web site CMS.

The Miktab Limited (www.reemkelani.com) (2008-) (Artist Management) Redesign of web site for Palestinian artist Reem Kelani with CMS elements plus set-up of MP3 secure downloads.

Natural Waters (www.naturalwaters.org.uk, www.naturalwatersplumbing.com) (2008-) (environmental organisation and plumbing contractors) Design of two web sites for these complementary organisations.

Pilotlight (2006-) (Charity mentoring) Database design for mentor and charity membership systems, tracking detailed company and member data, member and charity administration with key dates, meetings and events. Recently, database set-up for new Pilotlight Scotland branch.

Tower Hamlets Community Development Agency (2006) (Business development assistance for companies in East London) Database design for business development, tracking detailed company data, form/stats reports for funders and staff time management.

Watford Racial Equality Council (2006) (Race equality organisation) Database design for employment casework, racial incidents and welfare work as well as contacts/membership administration.

Women In Jazz (www.womeninjazzswansea.org.uk) (2006-) (*Women's national jazz resource based in Swansea*) Web site complete redesign. Hosting. Previously **Women's Jazz Archive (1999-2006)** - Consultant on lottery application to set up a network using *Windows NT* and the design of an archive database using *Access '97*. Multimedia web site in process of production for Channel 4.

Advantage Utilities (2005) (*Energy brokers*) Database redesign for use in busy office for telesales of energy.

London Community Recycling Network (2005-) (*Central organisation for London recycling projects*) Database design for furniture deliveries/collections and reports for funders. Set-up for projects in Croydon, Richmond, Mitcham, Tottenham and Kennington.

Charnwood Racial Equality Council (2005-) (*Race equality organisation*) Database design for employment casework, racial incidents and welfare work as well as contacts/membership administration.

Discrimination Law Association (2004-2008) (*Legal not-for-profit firm specialising in discrimination cases*) Web site design and hosting.

Birmingham Local Medical Committees (www.blmc.co.uk) (2004-) (*Organisation representing General Practitioners in Birmingham area*) Database to administrate GP membership, mailshots, LMC and Primary Care Group work. Design of BLMC web site. Hosting.

Manchester Community Relations Council (2004) (*Race equality organisation*) Database design for employment casework, racial incidents and welfare work as well as contacts/membership administration.

Nottinghamshire Local Medical Committees (2003-2006) (*Organisation representing General Practitioners in Nottinghamshire area*) Database to administrate GP membership, mailshots, LMC and Primary Care Group work.

Women In Jazz (2003) (*Women's national jazz resource based in Swansea*) Web site design and hosting.

George Spencer Design Ltd (2003-) (*Specialist interior design company*). Database design for client estimating/invoicing package, including supplier ordering. Annual support.

Topham Vickers (www.tophamvickers.co.uk) (2003-) (*Sculptor and artist*). Web site design and hosting.

Londonwide Local Medical Committees (2003-) (*Organisation representing General Practitioners in the Greater London and Middlesex area*). Database design using *Access 2002* to administrate GP membership, mailshots, LMC and Primary Care Group work. 2005-6 Design of a web based GP complaints database. 2007 updated database for *Access 2007* under Vista. Annual support.

Northamptonshire Race Equality Council (www.northamptonshirerec.org.uk) (2003-) (*Services to ethnic communities in Northants*). New multiple-office organisation incorporating Wellingborough REC (*qv*). Redesign of Industrial Relations Client Casework, Racial Incident and contacts/membership databases using *Access 2002*. Complete design of new web site (2003). Web site administration. Hosting.

Virtual Music Stores (2000-2002) (*Digital Music Distribution*). *Access 2000* database design for large catalogue of songs and images from BMG, EMI, Virgin and other record companies, as well as data entry routines, sales front end with a variety of sales reports, batch files for mini database creation. Before end of contract moved system over to SQL Server with *Access/VB* front end.

Cliffords Solicitors (2001-2005) (*Solicitors*) Design of web site, domain administration and computer consultancy.

Bamboo Investments (2000-2001) (*Investment Company*). Design of a database using *Microsoft Access 2000* and *Microsoft Outlook 2000* for venture capital projects including contacts and deals.

lordshiplane.co.uk (www.lordshiplane.co.uk) (2000-) (*local business and community resource*). Development of businesses and public services via the web site. Part of a larger project to take in streets across London. Uses *Access*, *Photoshop* and other design tools.

London Borough of Southwark (1999-) #1 Park Ranger Services – Repairs and Maintenance: Design of a database using *Microsoft Access* for park works and refurbishment (e.g. fencing, building, etc). **#2 Park Ranger Services – Parks:** Design of a database using *Microsoft Access* for an audit of park equipment (fencing, play equipment, buildings etc.). **#3 Park Ranger Services – Pitch Booking:** Design of a database using *Microsoft Access* for cricket and football pitch bookings.

Bucks University College (1999-2004) (*University*) Database for marketing department to monitor course enquirers and generate statistics and mailshots using *Access 97/2000* and *Quick Address Pro*.

Jazz Newspapers (1999-) (*Publisher*) Currently on Management Committee and working with *InDesign* and *InData* to produce magazine listings. Previously, design of database using cross-platform database software *Filemaker Pro* to integrate jazz gig listings into Apple Mac *Quark* DTP software (using *Xdata*) for publication in magazine and into PC based *Access* database for publication on the Internet.

Academy of Live and Recorded Arts ALRA (www.alra.demon.co.uk) (1999-2002) (*Acting, Song and Dance Academy*). Complete design of web site, student admission and tracking database using *Access*, training and systems consultancy.

City University (1999) (*University – School of Continuing Studies*) Lecturer in web design for summer term Saturday course.

emap (1999) (*Radio and TV Company*) System configuration for radio station marketing department.

Pi Capital (1998-2008) (*Investment Company*). Design of database using *Microsoft Access 97/2000*, *Excel 97/2000* and *Microsoft Outlook 2000* for venture capital projects including investors, contacts and deals.

Wellingborough Race Equality Council (www.wellingboroughrec.org.uk) (1995-2003) (*Services to ethnic communities in Northants*). Design of Industrial Relations Client Casework and Racial Harassment databases using *Access 97*. Complete design of web site (2000). Staff training. Web site administration.

Wellingborough Welfare Rights Action Group (1998-) (*Welfare Rights Advisory Body*). Design of a database using *Microsoft Access* to record and report on individuals' welfare claims.

Pat Delbridge Associates (1996-2000) (*Environment Public Relations Company*). Design, implementation and training in *Access '95/97* databases. *Word* and *Windows '95* training and set-up. New *Access* database design to track meeting schedules, minutes and mailshots (1999). Virus consultancy.

Wallace Cititraining (1996-1997) (*International Company Law Training Company*). Setting up a *Microsoft Access* database for clients and customers. Training.

Greenwich University (1996) (*Medical-based University courses and funded reports*). Consultancy in preparation of final version of two-year report. Transfer of data into design of custom *Excel* charts, then into *Word*. Set-up and training in formatting of master and sub-documents using *Figures/Tables/indexing*. Consultant (1998) for multimedia CD-ROM project.

Alphasoft (1995-) (*Computer Systems Consultancy and Bespoke Software Development*). Most recently, CSS programming for The Map House web site. Consultancy

on a range of projects with Alphasoft clients, ranging from venture capital to estate agencies. Training and development for *Microsoft Access*.

MMM (1995-2000) (*Artist management company*). Set up of PCs, fax and laptops with *Windows '95*. Training in use of hardware and software packages, including *Microsoft Office*. Consultant on network/fax protocols and memory management.

European Passenger Services (1995-1996) (*Channel Tunnel passenger train company*). Training in *Windows '95*, *Word for Windows*, *Excel for Windows*, *Access for Windows* and *PowerPoint*. One- and two-day personalised courses for one, two or three persons.

Association of British Jazz Musicians (1993-) (*Jazz industry association*). Design of membership databases using *Access 95/97/2000*.

Richard Nowell Sound Services (1991-1999) (*PA company*). Consultancy on system purchase, set-up and development involving database invoicing and equipment inventory, spreadsheet cash-flows and word-processing/file management skills using *Smartware* and *Supercalc*.

Serious (1989-1999) (*Jazz/World Music Promoters/Agents/Management*). Project Manager for 14-person network using *Windows* server. Database design using *Access '95* for management, production, box office, touring and media operations.

Commission for Racial Equality (1989-96) (*National organisation for race equality in the UK*). Staff and management training in over thirty Racial Equality Councils (RECs) in London, the South East, South West and Midlands. Design of inventory database.

Asian Music Circuit (1988-2007) (*The national UK organisation for Asian music.*). *Access* database for touring and membership. Purchasing, set-up and implementation of a *Windows* based network including Internet and email services. Programming and overall design of the AMC web site (1997-1999).

Ealing Racial Equality Council (1988-89) (*Ealing organisation for race equality*). System consultancy. Set up of *Smartware* database to deal with immigration claims to government immigration bodies and others involving hierarchical system of reporting, correspondence and forms. Staff and management training in word-processing, database and spreadsheet.

Jazz Services Ltd (www.jazzservices.org.uk) (1985-) (*UK organisation for jazz*). Project Manager for £160k lottery funded redesign of database and web site to allow users to submit their own data, images and audio (2006-7). Administrator for *Windows 2000 Server* network. Formerly, Design of national UK database for jazz using *Microsoft Access 2002*. Design and programming of *The Jazz Book* and *The Jazz CD* containing this data. Overall design, programming and data transfer routines for *The Jazz Site* (1996-) multimedia web site which includes the UK jazz database and has over 5000 pages, 2000 images, 400 sound samples, online publications and gig listings. This company has been a client for many years: involvement in various systems, databases and training would be too involved to outline here. Hosting.

Client contacts can be provided as references if appropriate.

PARTNERS

If I need the help of other specialists, I turn to companies such as these:

Alphasoft is a London based professional computer systems house. It was established to provide a range of quality services to fulfill client's information technology needs.

Founded in 1992 by two partners, Alphasoft provide their clients with a responsive and quality service and have achieved industry accreditation from companies such as Microsoft and Compaq. I have worked with them on many database projects over the past 15 years. www.alphasoft.co.uk



Ozone Creative Solutions create all manner of marketing and brand communications including: Advertising, direct mail campaigns, corporate identity, catalogues, brochures and sales literature, newsletters, POS displays and interactive CDs. I have used them many times to create client logos and provide custom graphics and layouts for web site design. www.o3creative.co.uk

Complete Genius is an award-winning financial software development and quantitative consulting company with specialist expertise in financial modelling and spreadsheets and transaction data systems. They are useful contacts for financial programming and development for web and database work, and I have worked with them on .NET web and database development projects. www.completegenius.com



ENDORSEMENTS

"Steve took a lot of trouble to discover our needs and requirements before producing an attractive web site for us. As the development progressed we found that some changes and amendments to the design and set up were necessary and he led this journey for us. Steve has an understanding of our organisation, which is a achievement in itself, and applies that knowledge when offering advice and support to us. There is a vast document base and news archive which Steve keeps in order, providing ease of access to our constituents. He is a pleasure to work with, responds positively and quickly to requests relating to the site and is always available to help with problems."



Margaret Ritchie, Business Manager, Birmingham Local Medical Committees



"Steve has been very supportive and provided us with the expertise we needed to deliver the excellent service we strive to provide. His database is certainly ahead in its field and when funders needs for information change he responds really quickly, saving us countless hours of work. Steve has provided a clear, attractive and easily navigable web site serving the Northamptonshire area, and continues to provide a fast response to our requests. He has also been really effective at providing us the stimulus to keep it up to date and effective."

Anjona Roy, Chief Executive, Northamptonshire Race Equality Council

CURRENT SITUATION

Mainly involved in database and web projects, using various combinations of Access, Visual Basic, SQL Server, HTML and ASP. Specialise in the development of small businesses and/or large businesses which need more personal attention.

OTHER INTERESTS

Pianist, composer, photographer, film enthusiast, golfer, bridge player and cricket watcher.

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