

# JOE GEESIN

## LOCATION

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## WEBSITE

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## PERSONAL PROFILE

A driven individual with a passion for education and science has led to teaching experience gained voluntarily in various secondary and primary schools in Hertfordshire, London and Sussex. This is augmented by home tuition of A Level Chemistry and GCSE Maths / Science.

With an Environmental Management degree I also have a good working knowledge of and interest in the environment sector, as well as metallurgy and science in general, with work published in New Scientist and Nano Magazine.

An interest in media has led to publication in numerous music magazines in print and online.

## CLASSROOM EXPERIENCE

**September 2017: Observation and TA, Harborne Academy, Birmingham**

**February 2017: One day observation, Stourport High School, Worcestershire**

**July 2013: Agency work (TA) Halesowen High School, London**

**July 2012: Agency Work (Cover Supervisor), Carshalton High School For Girls, Surrey**

**June 2009: Voluntary Work (TA), Crowborough Beacon Secondary School, East Sussex**

**June 2009: Voluntary Work (TA), Cavendish Secondary School, Watford**

**June 2009: One day observation, St Leonards School For Girls, Mayfield, East Sussex**

**2009: One day observation and TA, Uplands College, Wadhurst, East Sussex**

- 2009: Voluntary Work (TA) in primary schools, including Punnetts Town, Little Ealing, Telscombe Cliffs Ticehurst, Christ Church and Chantry; working with maths, literacy, science; 1:1, SEN and PE classes.
- Ongoing 1:1 home tuition of A Level and GCSE Chemistry, Maths and Physics.
- Coaching of rugby (school PE, colts and seniors) in specialist positions.

## EDUCATION

### NEWMAN UNIVERSITY

September 2017 – July 2018

PGCE (Secondary, Chemistry)

### NESCOT (North East Surrey College of Technology)

September 1996 – July 1998

2:1 (Hons) BSc. Environmental Management

January 1993 – December 1993

HNC Pollution Management

- Pollution (Chemistry and Remediation)
- Waste Management (Recycling, Landfill)
- **Dissertation / Project: Heavy Metal Soil Contamination & Bioaccumulation (BSc)**  
Zinc, Iron, Cadmium & Lead concentration by incineration and bioaccumulation in indigenous nettles.
- **Dissertation / Project: Landfill Leachate (HNC, in collaboration with ESCC)**
- **Research work for Dr Joan Farrer on Environmental issues**
- **Interactive workshop on recycling and science given to local primary school (Year 6)**
- **Work Placement: East Sussex County Council (HNC)**  
Successful implementation of recycling credits scheme, promotional handbook design.

### Heathfield School and Community College (1980-1987)

'A' Level Chemistry (B), Physics (C), Maths (C): 8 'O' Levels, including English

**Level 7 TESOL (2011, Tefl Express) – TEFL 120 Advanced Certificate**

# CAREER HISTORY

## **March 2015 – August 2017: NHS (Good Hope Hospital) – Faculty Administrator.**

- Liaising with external providers plan and provide leadership and mentorship for nurses, doctors and healthcare professionals.
- Planning and management of Post Graduate education.
- Updating records using MS Excel, raising and managing purchase orders using Iproc.
- ILM3 (2017, Quality Culture) – Institute Of Leadership and Management Level 3

## **Aug 2013 – Sept 2014: University of West London – Placements Administrator**

- Managing DBS applications and Occupational Health status for Nursing, Midwifery and Sociology students.
- Planning, allocating and managing student placements. Managing placement records using Arc (online database).
- Student, Mentor and NHS Trust Educator enquiries.

## **Aug 2011 – July 2013: Nano Magazine – Voluntary Writer / Researcher.**

- Report editing, research and updating of [www.nanomagazine.co.uk](http://www.nanomagazine.co.uk)

## **Dec 2009 – Sept 2010: Rayat London College – Student Coordinator.**

- Implementation of new administrative systems (including CMS) and security procedures.
- Management of student records, attendance, enrolment and examinations.
- Dealing with student enquiries in person and by phone, and handling of student fees.
- Preparation for BAC and UKBA inspections. Training other staff members as required.

## **1992 – to date: Freelance PR and journalism within music industry.**

- PR work, including writing press releases and developing and follow up of promotional and media campaigns, including for Republic Media. Fanclub and PR for 3 rock bands (1990s)
- Journalist, writing and research for various record companies, magazines and websites.

## **January 2001 – March 2007: Middlesex University - Advertising Officer.**

- Responsible for management and compliance of £250k media spend annually across print, outdoor and online advertising, with campaign planning and advertising buying.

## **February 2000 – August 2000: Record Collector Magazine - Assistant Editor.**

- Responsible for managing the role of freelancers to update the book, researching new sources, contacts, online, dealers, fanclubs and record labels for specialist areas.
- Editorial support for the magazine, including feature writing, undertaking artist interviews and discography compilation.

## **SKILLS**

- Cross platform IT literate including MS Office, Adobe Photoshop, Quark Xpress, Dreamweaver
- ARC (online portal-fronted placements database), Joomla (CMS), C++ (C&G), Oracle Iproc / Financials
- Research, writing and sub-editing for various technical and artistic subjects
- Communication and presentation (PR, press release / advertising copywriting, campaign management)
- Teaching, training and coaching (classroom, office, rugby field); home 1:1 tuition (DBS checked).

## **INTERESTS**

- Science, including metallurgy and environmental science.
- Music – collecting and ongoing freelance research, writing and journalism.
- Rugby – playing, specialist positional coaching.
- Reading.