

Geoff Minchell

41 Brownrigg Crescent, Bracknell, Berkshire, RG12 2PY
Telephone Number: 01344 454533 – Email address: g.minch@ukonline.co.uk

An enthusiastic and highly motivated Business Continuity specialist with a comprehensive knowledge of IT. A versatile and lateral thinker, bringing together a broad base of transferable skills, gained in a number of different roles within a large Blue Chip environment. Has strong communication, analytical and investigative skills that produce concrete results and satisfied customers.

KEY SKILLS

- Excellent Disaster Recovery (DR) and Business Continuity (BC) planning and management skills.
 - Extensive knowledge of asset management and related business practices.
 - Excellent Project Management skills – knowledge of Prince2, MS project.
 - Extensive and proven IT skills in data centre management.
 - Broad financial knowledge – budgeting, targeting, salary planning.
 - Practical experience of process engineering, issue analysis and solutions architecture.
 - Excellent data analysis and manipulation skills.
 - Wide-ranging knowledge of various software applications, including MS Office, etc.
 - Excellent people management and communication skills.
-

CAREER HIGHLIGHTS

- Developed BC plans for data centres, Service Towers, and applications as part of a major IT consolidation.
 - Created and implemented standard BC processes and templates across all regions.
 - Part of a BC software evaluation and development team.
 - Developed and provided BC training to IT end users and middle management.
 - Ensured BC audit compliance.
 - Managed the integration of all Compaq's UK & Ireland's assets into the HP UK asset management process.
 - Managed the design, creation, deployment, data migration and training of an EMEA wide asset management tool called CASPER. This tool has been used in a number of external deals.
 - Worked on a number of customer deals where asset acquisition was required. Created a methodology for calculating original purchase prices of non-HP kit (used in purchase negotiations with customer).
 - Provided solutions architecture and process engineering recommendations for customer escalations.
 - Implemented the asset management process for HP EMEA.
 - Managed all UK HPIT data centres.
-

CAREER SUMMARY

Dec 2003 – Present Business Continuity Professional - Hewlett Packard

Worked in a small specialist team providing BC expertise to internal IT.

- **Regional Scope:** World Wide role incorporating all regions where the company housed IT teams or critical data centres. Worked flexible hours to accommodate end user requirements.
- **Management:** Project managed the planning, creation and ongoing management of BC plans for critical WW HPIT data centres, applications and Service Towers. This included risk assessment, consultation, document creation, testing, training, and audit compliance.
- **Sarbanes-Oxley (SOX) Compliance:** Worked as part of a dedicated team to audit given sites to ensure SOX compliance in specified IT areas.
- **Consultancy:** Provided a peer review service for other WW HPIT BC teams. Provided expert assistance to Trade Support teams where required.
- **Tools:** Investigated BC management solutions and provided recommendations. Developed processes, templates, checklists and training.
- **Testing:** Conducted desktop and real-time tests.
- **Escalation:** Investigated, identified, and created escalation routes through the company that could manage various levels of disaster.
- **Technical:** Engaged technical teams where BC solutions required specialist knowledge.
- **Assessment:** Conducted physical site assessments (with the aid of local Real Estate) identifying vulnerabilities and recommending possible mitigation.

Apr 1996 – Dec 2003 Asset and Data Centre Manager - Hewlett Packard

Worked as part of the EMEA IT Assets & Data Centre team. Managed all HPIT UK and Ireland (UK & I) assets and UK data centres.

- **Asset Management (AM):** Managed all UK & I IT equipment through full lifecycle – installed base \$30m approx.
- **Project Management:** Managed and co-ordinated asset & data centre management projects from proposal to implementation, including support and training. Managed the development and creation of an EMEA AM tool called CASPER – now used on external deals.
- **Data Centre Management:** Managed the UK data centres, personnel, infrastructure and system back-up procedures.
- **Finance:** Managed the UK & I IT capital costs; targeting, budgeting, depreciation, write-off, and asset acquisition.
- **Purchasing:** Managed order planning, requests, configuration, approval, ordering, receipt, and installation.
- **Process engineering:** Designed, implemented and managed the asset management processes throughout the UK & I and also re-engineered processes for internal and external customers.
- **Consultancy:** Provided AM expertise to internal and external deals, including: managing escalations, processes improvement, asset acquisitions, managing data loading and validation and asset tool recommendations.

Sep 1992 – Apr 1996 Operations Finance - Hewlett Packard

Worked as part of the EMEA IT Finance team managing all aspects of local IT costs.

- **Finance:** Managed UK IT capital budget (\$20 million annual spend) and local IT Operations and System Management budgets; targeting, forecasting, costing, wages, data analysis and data validation.
- **Purchasing:** Raised, managed and gained approval for all IT capital purchases. Coordinated deliveries and installations with engineers. Sourced equipment and negotiated with suppliers.

Jan 1984 – Sep 1992 Computer Operations Manager - Hewlett Packard

Led the UK Computer Operation team:

- **Management:** Managed a team of nine shift workers. Managed issues, work preparation, team management and motivation, performance evaluations, pay, conflict, discipline. 24 x 7 availability and support required.

Other Work Experience - Company: Various

Worked in a few other companies undertaking the following roles:

- Telephone sales / technical assistance, sales liaison / sales support, production control, analytical chemist.

EDUCATION

<i>Nov 06</i>	<u>ITIL Foundation for IT Service, Hewlett Packard Ltd</u>
<i>July 05</i>	<u>Business Continuity Foundation Course, Continuity Systems Ltd</u>
<i>Sep 04 – June 05</i>	<u>BTEC NVQ 5 (post-graduate) Professional Development Award in Project Management (Distinction), Bracknell and Wokingham College.</u>
<i>May 03 – July 03</i>	<u>National Open College Network Level 2 Networks and Communications, Bracknell and Wokingham College</u>
<i>Nov 02 – Jan 03</i>	<u>National Open College Network Level 2 Diploma in PC Development, Bracknell and Wokingham College</u>
<i>Sep 01 – July 02</i>	<u>BTEC NVQ 4 Professional Development Award in Project Management, Bracknell and Wokingham College</u>

AFFILIATIONS

- Associate Member of the Business Continuity Institute (AMBCI).
- Member of the Berkshire Regional Continuity Forum (BRCF).