

**Richard Bogle**  
~ Curriculum Vitae ~

### Personal Details

Name ::	Richard Bogle	D.O.B ::	12 - 11 - 1984
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		Date ::	01 <sup>st</sup> May 2009

### Overview

A Business Continuity Coordinator with experience in managing global projects, I am adept at working closely with both Business and IT departments to achieve the necessary results. I am an affiliate member of the Business Continuity Institute pending CBCI certification, with an awareness of both the Business Continuity Good Practice Guidelines, and the BS25999 Business Continuity Management Code of Practice. I also maintain a working knowledge of industry standard tools including LDRPS and Varolii.

I am a highly motivated, committed individual with strong presentation skills. My flexibility allows me to work well as a part of a team but also to thrive on an individual challenge. I maintain good initiative, excellent communication and interpersonal skills, which have afforded me a proven ability to build effective working relationships with a wide range of people through all levels of management.

### Education

**2003 - 2007      BSc Business Information Technology at Queens University of Belfast      Grade Achieved :: 2:1**

Modules Undertaken ::

Leadership and People Management	Technology of E-Commerce
Information Systems in Organisations	Operations Management
Information Policy	Introduction to Management
Developing People	Introduction to Software Engineering & Project Management
Accounting	Management Information Systems
Business Information Technology Project	Data Processing and Database Systems
Marketing	Computer Programming for BIT
Multimedia Systems I	Multimedia Systems II

**2001 - 2003      Advanced Level Education at The Wallace High School of Lisburn**

Subjects Undertaken :: Business Studies, Information Systems & Computing, History, English Literature.

**1996 - 2001      General Secondary Level Education at The Wallace High School of Lisburn**

Subjects Undertaken :: Business Studies, Information Systems & Computing, Mathematics, English, English Literature, Double Award Science, History, German.

### Technical Abilities

Microsoft Windows (95, 98, XP, Vista)	LDRPS	Adobe Illustrator CS3
Microsoft Office Outlook	Varolii	Adobe Dreamweaver CS3
Microsoft Office Access	Lotus Notes	Adobe Photoshop CS3
Microsoft Office PowerPoint	Mercury Quality Centre	Adobe Flash CS3
Microsoft Office Excel	Mercury Performance Centre	Adobe Director
Microsoft Office Word	HP LoadRunner	HTML
Microsoft Office Project	IBM Cognos	XHTML
Microsoft Office Visio	Visual Basic Scripting	CSS
Microsoft Office Sharepoint	mySQL	XML
Mac OSX Leopard	Cobol	XSLT
Troux Enterprise Architecture	Unix	Java Script

## Work Experience

**The Capital Group Companies Ltd**

**September 2007 - May 2009 (Current)**

### **Position :: Business Continuity Coordinator**

Within this role, I was made responsible for the global project management of several initiatives, including a Global Business Impact Analysis Project, and a Global Business Continuity and Disaster Recovery Dashboard Project to monitor local, regional and global activities. I developed and delivered the respective presentations and project update reports to senior management and colleagues, across the duration of these initiatives.

I was also involved in the development of PR & Communications Crisis Management Plans for Europe, and the associated frameworks and tools.

I gained experience in the planning and execution of both table-top and functional Disaster Recovery Exercises on a European level. In this, I identified ways in which we could streamline processes including, for example, grouping interdependent applications for a phased approach to User Acceptance Testing.

I also took on day-to-day Business Continuity activities which formed part of Capital Group's Business Continuity Programme. This included using LDRPS to maintain Business Continuity Plans, and Varolii (Automated Notification System) to test Capital Group's incident communication strategies.

### **Role :: Application & Integration Architect**

Within this role, I acted in a project management capacity for the design, development, and solution delivery of a Reference Architecture Factory within Microsoft SharePoint.

I also identified inefficiencies in the way we arranged licensing for ERwin Data Modelling software, and found a way to significantly reduce costs. I was then asked to coordinate the resultant software asset management project, which realised cost savings of over \$350k for the company.

I liaised with a wide variety of teams on a global level, while working on a several initiatives within Troux Enterprise Architecture, including an Application Portfolio Optimisation Project. This also involved preparing and delivering Troux presentations and demonstrations to numerous IT and Business teams, at all levels of management.

On numerous occasions I was also tasked with the global management of the Troux Enterprise Architecture application and integrated initiatives, in the absence of my superiors, and helped provide solution consultancy to a Fund Automation Project.

During my time in Application & Integration Architecture I also noticed areas in which the team could develop, more specifically in global working, team communication, and collaboration. I then took on the challenge of thinking creatively about ways in which we could address the issues, and came up with several ideas which were presented and discussed at senior level, and later adopted.

Furthermore, I worked on the Enterprise Repository for Architecture Project, specifically in the following tasks:

- ✓ Undertaking IBM Cognos report creation
- ✓ Assisting with application roadmapping and current state analysis reporting
- ✓ Modelling Architecture Governance in the repository
- ✓ Location and migration of relevant data supplemental to core server data and quality assurance
- ✓ Assistance to application teams in using the Application Portfolio Optimisation functionality.
- ✓ Cataloguing of Principles, Policies, Best Practices, Guidelines in the repository.

### **Role :: Software Test Analyst**

Within this role, I undertook system and performance testing for a wide range of bespoke applications. This involved liaising with the development teams, configuration of test strategies, as well as preparing and executing the respective test scripts. These tasks were addressed using industry standard tools including Mercury Quality Centre, Mercury Performance Centre, HP Load Runner, and Mercury Quick Test Pro.

During my time in this role I also took on a Project Lead position for the inception, design, development, testing, and rollout of a European Test Team intranet site. This internal site served to;

- ✓ Minimize Risk in the software tested by providing quality, cost effective, reusable test services & tools.
- ✓ Promote the Services of the EU Test Team to all levels of business and IT.
- ✓ Introduce a "Quality in a Suitcase" process which provides full test artefact documentation, preconditioned for the ability to switch between outsource suppliers.
- ✓ Provide quality testing resources via internal and offshore service providers.
- ✓ Investigate and implement opportunities to automate testing.
- ✓ Link the EU Test Strategy with our US counterparts, to develop a transparent and truly global testing service.

**AmberLeaf Media** ([www.AmberLeafMedia.co.uk](http://www.AmberLeafMedia.co.uk))

**July 2006 - August 2007**

I developed AmberLeaf Media as a business side project, as a freelance web and graphic designer. I offered a full service from the initial consultation right through to the completion of a website project.

I specialised in catalogue web site design, re-design and web site maintenance as well as e-commerce. I developed visually appealing, user friendly and accessible web sites that deliver results for individuals, businesses and non-profit organisations. The areas of expertise offered through AmberLeaf Media also included business card design, PowerPoint Design Template development, branding, logo creation and high end graphic design.

**McMullen Architectural Systems Ltd**

**June 2005 - September 2006 & May 2007 - August 2007**

**Position :: IT Business Placement Intern**

My role within McMullen Systems was primarily an IT Support function however the role incorporated many other facets as potential was realised. Working closely with the IT manager I installed and configured a wide range of IT software and hardware, troubleshooting both on and off site.

I was involved with the ongoing implementation of an SQL based bespoke ERP system called Navision. Throughout the year I also provided numerous members of staff with training, for both induction and specific purposes.

On a larger project scale, I was made solely responsible for a full redesign, development and maintenance of two separate company websites targeting UK and US markets respectively. Using a variety of applications such as Adobe Dreamweaver and Adobe Photoshop, the sites were developed, exceeding the expectations of my superiors.

### **Other Jobs and Voluntary Work**

For seven years I worked as a Shop Assistant for W&M Lorimer in Crumlin, involved in point of sale operation, stock taking and handling end of day cash. For ten months prior to this, I maintained a job in the part-time management of a boarding kennels business at Aldergrove.

I voluntarily took part in a two separate trips to Uganda with 'Fields of Life', alongside the necessary fund-raising for the building work we completed in our time there. I also undertook a year of voluntary service at El Shaddai in Lisburn, working with the Elderly.

For five years I undertook a voluntary leadership role in 'Ignite', a cross community project to take young people off the streets of Crumlin into a safe and warm environment away from the influences of drugs and alcohol. I also took on a leadership role in a local Christian Youth Fellowship for six years. The leadership roles I have taken on have taught me to work both as part of a team and independently.

### **Hobbies/Interests**

I maintain a wide variety of hobbies and interests and consider myself to be an active, outgoing and lively person. I am passionate about music and enjoy playing guitar and song writing. I particularly enjoy socialising and holding an active lifestyle, using the gym often and playing sports, from rugby to tennis. I thoroughly enjoy my involvement in various church related activities, and maintain a healthy interest in current affairs.

### **Referees**

References available upon request.