

**MICHAEL OGLESBY**  
**Curriculum Vitae**

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**PROFILE**

For the last 8 years, I have been working for the UK Civil Service and within that time I have worked with a wide range of technologies on an extensive range of varied projects. In my last role within the Civil Service, which ended in 2007, I was the Web Manager and senior technical consultant for a double-award winning Government website.

I currently have over 10 years worth of knowledge and experience in the fields of web, New Media and graphic design, as well as having over 15 years worth of IT knowledge and experience.

During my employment at the Civil Service, I have also gained qualifications in PRINCE2 and ITIL and have gained practical experience in the use of both of these.

**SKILLS**

**Software packages:**

Adobes' PhotoShop, Illustrator, InDesign, Dreamweaver, Première, Flash and Acrobat, Apples' DVD Studio Pro and Final Cut Pro, Content Management Systems (CMS), QuarkXPress, Aptana Studio and Office software. Excellent knowledge in media file formats conversion.

**Web:**

HTML/XHTML, CSS, some JavaScript and XML experience. Web usability, standards and accessibility knowledge. Web analytics and Search Engine Optimisation (SEO) techniques.

**Operating Systems:**

Windows 95, 98, 2000, NT and XP (including support, servers, IIS), MacOS 9/X (including support and Servers), some Linux environments and some back office application experience.

**Networking:**

Knowledge and practical experience of networking design/infrastructure including Wireless (802.11). Experience of practical implementations of Open Source, UNIX, Macintosh and Microsoft network infrastructures and cross platform/open standards support within those networks.

**EXPERIENCE**

**WEB DEVELOPER/DESIGNER**

**//Magic Online Solutions, Norwich, March 2008**

During March 2008, I had an opportunity to gain practical work experience at a top level Online Design Agency, where I was given the responsibility to manage the delivery of a web project. During this time I gained detailed exposure to the workings and procedures of a busy modern online agency. I was also involved with the hands on development of a website using one of the agencies PHP based Content Management Systems and also had exposure to Adobe Flash, CSS and XML.

**INTERNET/INTRANET WEB MANAGER**

**Office of Government Commerce (OGC), HM Treasury, Norwich, 2005-2007**

In 2005 I became the web manager for the OGC Internet ([www.ogc.gov.uk](http://www.ogc.gov.uk)), Extranet and Intranet websites. My main responsibilities were the day-to-day management and maintenance of the sites which included content submission to the Content Management Systems (CMS) and monitoring website/service availability. Whilst in the role, the Internet website underwent a 'modernisation' upgrade where I was a senior technical consultant on the project board. I was tasked of providing technical advice and guidance on the new website, as well as addressing the accessibility issues. My other main duties included:

- Ensuring that the websites were compliant with the UK Government web guidelines, W3C Web Content Accessibility Guidelines (WCAG) and Disability Discrimination Act 1995.

- Provide technical advice, support and solutions to fellow members of staff to enable web delivery of their content so that their content met Government regulations.
- Provide teacher training of the CMS's for content authors of the websites.
- Provide and analyse the Internet website analytics (by using WebTrends software) and make suggests to the Web Project Board on how the Internet website could be improved by using Search Engine Optimisation (SEO) and Usability techniques based on those results.
- Provide 2nd level technical support by using ITIL procedures to the users of the website.
- Reproduce complex presentation graphics for the websites, so that the graphics met with the OGC Brand Design Guidelines.
- Communication with 3rd Party Suppliers with regards to products and services.

### **OGC SUCCESSFUL DELIVERY TOOLKIT™ MANAGER / LEAD TECHNICAL DEVELOPER**

**Office of Government Commerce (OGC), HM Treasury, Norwich, 2003-2005**

The Successful Delivery Toolkit was a product with a collection of "Best Practice" methodologies (ways of working) for project management (PRINCE2), IT Service Delivery (ITIL) and other UK Government procurement related topics. The Toolkit was delivered to customers free of charge primarily via the Internet, but it was also available off-line as a CD-ROM product. On the project I was the Lead Technical Developer and Brand Designer for the Toolkit. I was responsible for:

- The evolution and maintenance of the Toolkit website, as well as the off-line CD-ROM. The Toolkit was coded in HTML, JavaScript and CSS.
- Ensuring that the Toolkit product met the UK Government web guidelines, W3C Web Content Accessibility Guidelines (WCAG) and Disability Discrimination Act 1995.
- Designing and producing the marketing material for the Toolkit product, and liaising with the team's Marketing Officer to achieve this. The Toolkit marketing material consisted of a CD, brochure and promotional DVD.

In the last six months of my involvement with the project I became the Project Manager. It was my responsibility to finalise and launch the last version of the Toolkit. Being the Project Manager was an excellent opportunity for me to develop my skills with PRINCE2; an industry standard in project management.

Due to my technical background, I was tasked of procuring the tools needed for the Toolkit project; these included software, hardware and 3rd party services. This naturally led me to procure and manage the tendering process for the mass CD duplication of the Toolkit product (10,000+ CDs).

Also, because of my graphic design background, I was called upon from time to time to provide ad-hoc design work for fellow members of staff. The types of products that I designed were: CD-ROMs, DVDs, posters, fliers, newsletters and brochures.

### **TECHNOLOGY & MEDIA OFFICER**

**Office of Government Commerce (OGC), HM Treasury, Norwich, 2001-2003**

When the OGC was formed in 2001, I became a team member of the Technology and Innovation Centre (TIC). The TIC's main mission was to research upcoming and emerging IT technologies and evaluate if there were any benefits and cost savings on applying these technologies within the UK wide Government sector. Due to my background in IT and media, my main responsibilities were to:

- Create, produce and manage customer deliverables in the form of CD-ROMs, fliers, brochures, publications and websites.
- Create, support and manage the diverse computer systems within the TIC; these included desktops, laptops and server machines in both Windows and MacOS 9/X operating systems. This also included maintaining the software licence database for audit purposes.

- Provide In-depth evaluation of new technologies, such as Content Management Systems, Operating Systems, Wireless Technologies and Open Source Software. I was also the senior technical member in the OGC Microsoft Office Procurement Framework project, which, through licensing costs reductions saved over £100 million tax payer money.
- Procure hardware, software and other miscellaneous equipment that fit the needs of the team, and to maintain the budget records.

Apart from these general responsibilities, I was also the Events Manager for the OGC Video Conferencing User Group. The group met four times a year to discussed all things Video Conferencing. It was my responsibility to arrange the speakers and venue for the group at little to no cost. The events proved to hugely popular by receiving very high levels of feedback and praise.

#### **TECHNOLOGY & MEDIA OFFICER**

**Central Computer & Telecommunications Agency (CCTA), Cabinet Office  
Norwich, 2000-2001, (1998-1999 - University 'Sandwich' Year)**

After I graduated from University in 2000, I was employed by CCTA to join a team called Advanced Technology. The team's main task was to research emerging IT technologies that could be beneficial to the UK Central Government departments. We delivered our reports by using various methods: Report publications, website delivery and Event Expos. My duties within the team were:

- Help research the emerging technologies and contribute content to written reports.
- Create, produce and manage customer deliverables, such as fliers, brochures, publications, websites and CD-ROMs.
- Help with the organising and planning of the team's Event Expos that were held throughout the year.

#### **EDUCATION**

##### **B.A. (Hons) Interactive Media**

University of Sunderland, Tyne & wear (1996 – 2000)

##### **HCE Chemical & Pharmaceutical Science**

University of Sunderland, Tyne & wear (1995 – 1996)

##### **A-Levels: Chemistry & Physics**

Hundred of Hoo School, Hoo St. Werburgh, Kent (1992 – 1995)

##### **Other:**

ITIL® Level 2 Foundation - Qualified

PRINCE2® Foundation - Qualified

Chartered Institute of Purchasing & Supply (CIPS) - Purchasing Techniques and Methods Level 1 - Credit

#### **REFERRALS**

Available on request.