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## Personal Details

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<b>Name</b>	Martin Peter James Edwardes
<b>NI Number</b>	Available on application
<b>Location</b>	Available on application
<b>Telephone</b>	Available on application
<b>Email</b>	martin.edwardes@btopenworld.com
<b>Education</b>	<ul style="list-style-type: none"> <li>• <b>PhD</b> (2007) – The Nature of Grammar, its Role in Language and Its Evolutionary Origins</li> <li>• <b>MA</b> by Independent Study (2001) – Grammar and Language – University of East London</li> <li>• <b>BSc</b> Economics (1974) – UWIST, Cardiff University</li> <li>• <b>OND</b> Business Studies (1971)</li> <li>• <b>3 A levels</b> (1971, 1998) – Accounts (A), Economics (D), English Language (B)</li> <li>• <b>9 O levels</b> (1969, 1970), including English &amp; Maths</li> </ul>
<b>Computer skills</b>	<ul style="list-style-type: none"> <li>• <b>Human Resources</b> - Wide experience of computer products in the area of Human Resources, including good grasp of HR legislation and procedures for payroll &amp; superannuation</li> <li>• <b>Programming</b> - Effective skills in Visual Basic and database front ends, including html help and legacy help systems</li> <li>• <b>Office Software</b> - Extensive knowledge of Microsoft products: Excel, Word, Access, PowerPoint, Publisher, FrontPage &amp; Outlook</li> <li>• <b>Web knowledge</b> - Good practical expertise in HTML &amp; web publishing</li> <li>• <b>Help desk tasks</b> – direct customer contact &amp; customer needs tracking</li> <li>• <b>Other</b> - Working knowledge of Adobe Acrobat</li> </ul>
<b>Other work-related skills</b>	<ul style="list-style-type: none"> <li>• <b>Team leading</b> in teams of up to ten people</li> <li>• <b>Small project management</b> – six-monthly projects with teams of up to four</li> <li>• <b>Editorial and design</b> – newsletters, prospectuses, reports</li> <li>• <b>Documentation</b> – proposals, plans, reports, training documents &amp; help files; staff reports; managerial summaries</li> <li>• <b>Producing Specifications</b> – project, system, technical &amp; program</li> <li>• <b>Managing meetings</b> – including chairing, presenting &amp; minute-taking</li> <li>• <b>Providing training</b>, both one-to-one &amp; small classes of up to six; <i>ad hoc</i> and to syllabus; formal lecturing for classes up to 50</li> <li>• <b>Quality Control</b> - Editing, copy-editing, print layout &amp; document design</li> <li>• Full, clean UK driver's licence</li> </ul>
<b>Career history overview</b>	<ul style="list-style-type: none"> <li>• 27 years in the Information Technology industry</li> <li>• Freelance consultant in HR systems from September 1989 to August 2002, with a total of 17 years working on Human Resources systems</li> <li>• Performed to customer satisfaction in the roles of programmer, analyst, documentor, trainer, team leader &amp; project leader</li> <li>• Experienced in a range of industries in both the public &amp; private sectors</li> <li>• Have demonstrated strong working knowledge of the organisational, structural &amp; legal requirements of a range of computerised solutions</li> <li>• General office skills and knowledge of office procedures, including typing (35wpm), diary management &amp; logistics</li> </ul>

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## Career Details

Most Recent Employment			
Employer	Dates	Role	Main Duties
Kings College London	Nov 2007 – May 2008	Visiting Lecturer (part time)	<ul style="list-style-type: none"> <li>Preparing courses and course material</li> <li>Lecturing – BA 3<sup>rd</sup> Year Statistics</li> <li>Lecturing – BA 3<sup>rd</sup> Year Psycholinguistics</li> <li>Lecturing – MA 1<sup>st</sup> Year Psycholinguistics (70%)</li> <li>Essay and assignment 1<sup>st</sup> and 2<sup>nd</sup> marking</li> </ul>
City of London Academy (Southwark)	Jan 2006 - date	Communications Officer	<ul style="list-style-type: none"> <li>Design and maintenance of external public website</li> <li>Design and maintenance of internal student and staff websites</li> <li>Production of weekly parents' newsletter</li> <li>Production of weekly staff bulletin</li> <li>Design and external production of prospectuses</li> <li>Design and internal production of leaflets, booklets, handbooks, posters, etc</li> <li>Design and external production of student and staff diaries</li> <li>Design of sundry other items for internal sale and external promotion</li> <li>Maintaining rolling displays on the school plasma screen</li> </ul>
NCH Superannuation Fund	Sep 2004 – Dec 2006	Pensions Administrator	<ul style="list-style-type: none"> <li>Pension calculations, letters &amp; client contact</li> <li>Formal presentations to customers</li> <li>Production of html online help system</li> </ul>
World InfoComms Ltd	Jan 2004 – Jul 2004	Editorial consultant (3 month contract extended)	<ul style="list-style-type: none"> <li>Editing, Copy editing &amp; proofreading</li> <li>Client acquisition</li> <li>Website review &amp; design</li> <li>Preparation of management reports</li> <li>Converting magazine back issues to electronic format</li> <li>Assisting &amp; training NVQ students</li> </ul>
Sabbatical	Sep 2002 – Dec 2003	Student	<ul style="list-style-type: none"> <li>Working on PhD</li> </ul>
Whiteline Systems Ltd (own company)	Sep 1989 – Aug 2002	HR/ Computer Consultant	<ul style="list-style-type: none"> <li>SEE BELOW</li> </ul>
RHM Computing Ltd	May 1989 – Sep 1989	Senior Analyst / Programmer	<ul style="list-style-type: none"> <li>Acting as Consultant for various clients within the manufacturing, distribution &amp; financial industries</li> </ul>
London Borough of Brent	Oct 1985 – May 1989	Principal Technical Officer, Payroll	<ul style="list-style-type: none"> <li>Supervision of the pay &amp; SSP/SMP systems for Officers, Teachers, Pensions &amp; Fees payrolls</li> <li>Introducing a pensions contributions database</li> <li>Project Management</li> <li>Management of two external Consultants</li> <li>Generating user documentation</li> </ul>
Argus Press Software Ltd	Sep 1983 – Oct 1985	Product / Software Manager	<ul style="list-style-type: none"> <li>Production of computer games for ASP, Quicksilva &amp; Argus labels, including writing user instructions</li> <li>Supervision of in-house programmers and external programming teams</li> </ul>
North East London Polytechnic	Jun 1981 – Sep 1983	Senior Programmer	<ul style="list-style-type: none"> <li>Programming and introduction of new student database</li> </ul>
HM Treasury	Jul 1977 – Jun 1981	Senior Programmer	<ul style="list-style-type: none"> <li>Programming National Economic Model</li> <li>Preparation of Govt expenditure white papers</li> <li>Programming National Financial Information Database</li> </ul>
Public Works Loan Board	Jul 1974 – Jun 1977	Programmer	<ul style="list-style-type: none"> <li>Programming system for Government lending to Local Authorities</li> </ul>

### Computer/HR Consultancy Work: Sep 1989 – Aug 2002

Employer	Dates	Main Duties
GlaxoSmithKline	Feb 2001 – Aug 2002	<ul style="list-style-type: none"> <li>Preparing conversion programs for the transfer to a PeopleSoft HR database system following merger</li> <li>Creating a VB database for the Retired Staff Association, including integrated help system &amp; documentation</li> <li>Training staff in the new RSA system</li> </ul>
Accentua	Dec 2000	<ul style="list-style-type: none"> <li>Developing various small projects to completion</li> </ul>
Rebus Bureau Services	May 2000 – Nov 2000	<ul style="list-style-type: none"> <li>Team leader role during maternity absence of employee</li> <li>Training, workflow control, general support</li> <li>Producing management reports and specifications</li> </ul>
Rebus Bureau Services	Feb 2000 – Apr 2000	<ul style="list-style-type: none"> <li>Analysis and programming of User front-end program, using VB &amp; QuickApps, with online help system</li> <li>Training staff in the new front-end system</li> </ul>

**Computer/HR Consultancy Work: Sep 1989 – Aug 2002**

<b>Employer</b>	<b>Dates</b>	<b>Main Duties</b>
London Borough of Haringey	Nov 1998 – Jan 2000	<ul style="list-style-type: none"> <li>• Team Leader</li> <li>• Introduction of improved Personnel database system</li> <li>• Amalgamation of Separate Personnel &amp; SSP databases</li> <li>• Setting up integrated Post database</li> <li>• Training staff in the new systems</li> <li>• Producing management reports &amp; specifications</li> </ul>
ITNet	Jul 1998 – Nov 1998	<ul style="list-style-type: none"> <li>• Assisting the client in implementation of payroll system for a London Borough, including user documentation</li> <li>• Training staff in the new system</li> <li>• Providing other programming support as necessary</li> </ul>
Heinz	Jul 1998	<ul style="list-style-type: none"> <li>• Creating an acceptance testing schedule</li> <li>• General Documentation and preparing help file content</li> </ul>
Woolwich Bank	Mar 1998 – Jun 1998	<ul style="list-style-type: none"> <li>• Documentation, including online help</li> <li>• Year End processing</li> </ul>
SmithKline Beecham	Feb 1996 – Mar 1998	<ul style="list-style-type: none"> <li>• Year End processing</li> <li>• Updating payroll for take-on of former NHS staff</li> <li>• Building rules for COMP pension scheme</li> <li>• Benefit Statements, Pension Increases, and various Pension support work</li> <li>• Visual Basic support programs, including help systems</li> <li>• General support and training</li> <li>• Producing management reports &amp; specifications</li> </ul>
Sceptre Computer Bureau	Jun 1995 – Feb 1996	<ul style="list-style-type: none"> <li>• Implementation of BBC payroll database system</li> <li>• Preparation of user documentation</li> <li>• General programming support</li> <li>• Producing management reports &amp; specifications</li> </ul>
SmithKline Beecham	Jan 1991 – Jun 1995	<ul style="list-style-type: none"> <li>• Introduction of User front-end package</li> <li>• Windows Help system for HR system and related procedures</li> <li>• Integrating Pension database into HR system</li> <li>• Training staff in the new Pensions database</li> <li>• Designing and producing a Company Car database, &amp; training staff in its use</li> <li>• General support</li> </ul>
Courtaulds	Sep 1990 – Dec 1990	<ul style="list-style-type: none"> <li>• Advising users on SSP &amp; SMP</li> <li>• Writing standard computerised reports</li> </ul>
Blue Circle	May 1990 – Aug 1990	<ul style="list-style-type: none"> <li>• Integrating Payroll, Personnel &amp; Pension systems</li> <li>• Product maintenance</li> </ul>
London Borough of Westminster	Sep 1989 – May 1990	<ul style="list-style-type: none"> <li>• New Weekly Payroll for Education staff</li> <li>• Writing specifications &amp; manuals</li> <li>• Training staff in the new payroll</li> </ul>

**Voluntary Activities**

<b>Role</b>	<b>From/to</b>	<b>Skills gained</b>
Staff Organiser, Academy Warhammer Group	2006-date	<ul style="list-style-type: none"> <li>• Arranging weekly play and painting sessions</li> <li>• Supervising students during the activity</li> <li>• Arranging events (interschool contests, expertise sessions, massed battles, campaigns)</li> </ul>
Librarian, Radical Anthropology Group	2004-date	<ul style="list-style-type: none"> <li>• Organising printing and publication of papers</li> <li>• Assisting with presentation &amp; preparation</li> <li>• Maintaining a stock of saleable books and pamphlets</li> <li>• Maintaining website</li> </ul>
Web Coordinator, Evolutionary Anthropology Online Research Community	2003-date	<ul style="list-style-type: none"> <li>• Web skills</li> <li>• Data mining</li> <li>• Working to schedules</li> <li>• Editing weekly newsletter</li> </ul>
Web Editor, British Association of Applied Linguists	2002-2007	<ul style="list-style-type: none"> <li>• Web skills</li> <li>• Data mining</li> <li>• Updating diary to monthly schedule</li> </ul>
Team Leader for British Trust for Conservation Volunteers	1990-1991	<ul style="list-style-type: none"> <li>• Planning tasks and organising their execution</li> <li>• Dealing with unexpected resource issues</li> <li>• Team leading</li> </ul>
Volunteer for Bedford Conservation Volunteers	1986-1990	<ul style="list-style-type: none"> <li>• Working to deadlines</li> <li>• Working as part of a team</li> </ul>
Chair, East London Gay Community	1977-1980	<ul style="list-style-type: none"> <li>• Leading meetings and delegation</li> <li>• Organising events</li> <li>• Presenting talks</li> <li>• Interpersonal skills</li> </ul>
Treasurer for Royal Hamadryad Hospital League of Friends, Cardiff	1972-1973	<ul style="list-style-type: none"> <li>• Maintaining accurate records</li> <li>• Dealing with cash</li> <li>• Preparing and presenting accounts at AGM</li> </ul>

## Professional Bodies

<b>Fellow</b>	Royal Anthropological Institute	FRAI
<b>Associate Member</b>	British Computer Society	AMBCS
<b>Member</b>	British Association for Applied Linguistics	
<b>Member</b>	Linguistics Association of Great Britain	
<b>Member</b>	Linguistics Society of America	
<b>Member</b>	American Association for the Advancement of Science	
<b>Member</b>	National Academy of Science	
<b>Member</b>	Animal Behaviour Society	

## Other Interests

<b>Linguistics</b>	<ul style="list-style-type: none"> <li>Particular interests: language structure, organisation &amp; use; Norse mythology</li> <li>I have completed an MA by Independent Study in Grammar and Language</li> <li>I have completed a PhD on the Origins of Grammar</li> </ul>
<b>Website &amp; Home Computing</b>	<ul style="list-style-type: none"> <li>Website at <a href="http://www.btinternet.com/~martin.edwardes">http://www.btinternet.com/~martin.edwardes</a>. One of my web pages (on the use of the word "leverage") has been quoted in <i>Computing</i> magazine</li> <li>Webmaster for several academic organisations</li> </ul>
<b>Entomology</b>	<ul style="list-style-type: none"> <li>Photographing spiders and ants, and studying their ecology</li> </ul>
<b>Publications</b>	<ul style="list-style-type: none"> <li><b>Boardgames:</b> <ul style="list-style-type: none"> <li><b>1978:</b> <i>Battle of the Ring</i>; World Wide Wargames</li> <li><b>1979:</b> <i>Africa</i>; World Wide Wargames</li> <li><b>1979:</b> <i>Simon de Montfort</i>; World Wide Wargames</li> </ul> </li> <li><b>Computer Games:</b> <ul style="list-style-type: none"> <li><b>1983:</b> <i>The Fall of Rome</i>; Argus Press Software</li> </ul> </li> <li><b>Books:</b> <ul style="list-style-type: none"> <li><b>1984:</b> <i>Getting Started on Your MSX</i>; Argus Books, London</li> </ul> </li> <li><b>Academic:</b> <ul style="list-style-type: none"> <li><b>2001:</b> <i>Review of 'Lingua Ex Machina' by William H Calvin &amp; Derek Bickerton</i>; In BAAL News, Number 69, Autumn 2001, pp38-40</li> <li><b>2001:</b> Award of MA by Independent Study thesis: <i>Grammar and Language</i></li> <li><b>2003 to date:</b> Presentation of papers at various academic conferences on a range of linguistic and anthropological matters</li> <li><b>2003:</b> <i>I Like Both Myself and Me</i>; In CamLing 2003 proceedings; Cambridge, UK: CILR; ISBN 0-954-65980-5</li> <li><b>2007:</b> Award of PhD: <i>The Nature of Grammar, its Role in Language and Its Evolutionary Origins</i></li> </ul> </li> </ul>

## References

<b>Current Employer</b>	<b>Martyn Coles</b> , Principal, City of London Academy, 240 Lynton Road, London, SE1 5LA
<b>Previous Employer</b>	<b>Nick Wood</b> , Pensions Manager, NCH, 85 Highbury Park, London, N5 1UD
<b>Professional</b>	<p><b>Rod Hockey</b>, Northgate HR Services, Pegasus House, Orton Southgate, Peterborough, PE2 6YS</p> <p><b>Rashmi Bathia</b>, GlaxoSmithKline, 980 Great West Road, Brentford, Middlesex TW8 9GS</p> <p><b>Dave Clarke</b>, GlaxoSmithKline, 980 Great West Road, Brentford, Middlesex TW8 9GS</p>
<b>Academic</b>	<p><b>Prof. Chris Knight</b>, University of East London, Docklands Campus, 4-6 University Way, London E16 2RD</p> <p><b>Prof. Alan Fortune</b>, Kings College London, Franklin-Wilkins Building, Stamford Street, London SE1 9NH</p> <p><b>Dr Camilla Power</b>, University of East London, Docklands Campus, 4-6 University Way, London E16 2RD</p> <p><b>Dr Tom Dickins</b>, University of East London, Stratford Campus, Romford Road, London E15 2RD</p>
	Other referees available if needed