

PETE MOUNTFORD

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Employment

February to July 2008	Bexley College, Belvedere, Kent, DA17	P/T Lecturer. Art & Design Department <ul style="list-style-type: none">• Responsibility for the planning teaching, delivery and assessment of vocational units on BTEC Art & Design Programmes• Acting as a Personal Tutor to a group of students and monitoring achievement and levels of attendance & punctuality.• Keeping accurate records of student progress• Supporting learners with technical assistance
2007 - Present	Working Mens College, London NW1	Lecturer for Visual & Performing Arts Department. <ul style="list-style-type: none">• Responsibility for the planning teaching, delivery and assessment of vocational units on electronic imaging and web design courses.• Producing and maintaining accurate paperwork in course folders, including student records and departmental reports
1997 - Present	City University, London EC1	P/T Contemporary Art Tutor <ul style="list-style-type: none">• Writing , planning ,and assessing different courses for Adults in Art History and Contemporary Art.• Delivering the above information by resources such as slides, video/DVD and Powerpoint• Liasing with outside agencies (e.g Galleries and Artists) to arrange visits, contributions and other resources
2005 – 2008	Verint Consulting (Formerly CM Insight), Weybridge	Rater/Assessor for PI (Performance Insight). <ul style="list-style-type: none">• Listening to a variety of call centre customer recordings from major UK and overseas companies for qualitative assessment• Recording factual information received and making assessment report via an Excel workbook• Liasing with company analysts via email and phone• Undertaking consumer assessment projects by way of 'mystery shopping' including writing letters and emails on behalf of clients• Adhering to strict deadlines
1999 - 2006	Kensington & Chelsea College, London SW10	P/T Lecturer for Multimedia & Graphic Design Department. <ul style="list-style-type: none">• Responsibility for the planning teaching, delivery and assessment of vocational units on electronic imaging and DTP courses.• Producing and maintaining accurate paperwork in course folders, including student records and departmental reports• Liasing with outside agencies for course visits and student work experience placements
2001-2007	Art 3, Art Consultancy, London	Founding member & Director <p>In 6 years developed a varied and exciting programme of over 50 exhibitions, showing the work of contemporary professional artists, the majority at The Wine Gallery in Chelsea</p> <ul style="list-style-type: none">• Turned over sales of art of just under £24,000 (gross) by the end of 2006.• Obtained Sponsorship total of £3200 for gallery publicity purposes for 'showcase exhibitions'• Designed, built and marketed website (www.art-3.co.uk) which averages 3,000 visitors per year• Wrote press releases and designed other promotional material• Raised the profile of this organisation through facilitating editorial coverage in both press and TV• Worked in partnership with other organisations such as Royal Borough of Kensington & Chelsea 'The South African' newspaper, ASC Studios, Kingston Grammar School and similar organisations to ourselves on 'showcase' exhibitions.

March to September 1998	Save The Children Fund	Regional Co-ordinator (LACME) for SCF Programme <ul style="list-style-type: none"> • Provided the pivotal link for SCF's Latin American/ Caribbean Programme between London HQ and workers in the field. • Managed the diaries & schedules of senior managers • Organised travel & accommodation for key members of staff • Chaired & minuted weekly departmental meetings.
1995 -1997	Labour Party Head Office, London SE17	P/T Telephone Fund-raiser/Administrator <ul style="list-style-type: none"> • Part of a team of 40 ,who raised money via donation & standing order for 1997 GE campaign. • Worked on both 'Inbound and 'Outbound' telephone facilities • Promoted twice in an administration role, Processed donations and dealt with membership enquiries from the public • Seconded to Press Office for 2 months to deal with public enquiries

I have undertaken other Teaching, Workshop and Residency assignments during the above period details of these and employment prior to 1995 are available on request

Computer Skills

- Keyboard ability 35-50 wpm
- Microsoft Office: Word, Excel, Powerpoint
- Internet, E mail, Acrobat, Photoshop, Illustrator, Quark Express (including designing/producing newsletter's & promotional material), Dreamweaver (including designing and updating websites)
- Experience of many types of database

Education and Qualifications

1997- 2001: **Croydon College** *PGCE Certificate of Education (Adult/Further Education)*

1992-95: **Montclair State University:** NJ, USA. *Master of Arts*

1989-92: **Duncan of Jordanstone College of Art, Dundee** *B. Design (Hons)*

1971-77 **Wandsworth Comprehensive** *5 O levels, 1 A level*

List of extra training undertaken and qualifications available on request

Memberships/Professional Organisations

- **Institute for Learning (IFL)** A professional body for Lecturer's and Teacher's **Full Member Since 2008**
- **Member of Chelsea Chapter of BNI** (Business Network International) - A professional networking organisation whose Chapter meet weekly to pass referrals and generate appropriate contacts, leads and new business for it's fellow members. Full member 2002-04. Associate member since 2004. The above includes an elected term as **Chapter Membership Co-ordinator** between April and September 2003.

Interests

- My major interest is in Fine Art, creating and exhibiting my own work (www.colourmount.com) but also visiting art exhibitions and private views and collecting books on modern art.
- Another favourite leisure time pursuit is following the football season both by attending matches and watching TV coverage.
- I am also learning the rudiments of cookery, which I much enjoy.

References

Available upon request.