

# CURRICULUM VITAE

---

## Danny Johnson

16-22 Camp Road, Farnborough, Hampshire, GU14 6EW

Telephone: 01252 377 123

Mobile: 07730 599 359

Email: danny.johnson@probase.co.uk

---

### PROFESSIONAL SUMMARY

---

Experienced and qualified in project management with extensive skills to coordinate and administer a skilled team to achieve key project goals. Principally working with IT projects implementing strategy and direction ensuring a proficient delivery of the services ProBase offer to clients.

Responsible for operations at ProBase, coordinating and implementing business structure to promote growth and development within the IT, financial and insurance market. Establishing and maintaining procedures to ensure ProBase continue a high standard of professional proficiency.

Works within a highly qualified professional team to provide commitment to clients with an honest and methodical approach to deliver them with an innovative business solution tailored to their requirements.

---

### TECHNICAL KNOWLEDGE

---

- Project Management & Business Knowledge
    - Performance Management
    - Reinsurance & Credit Control
    - Report Writing & Appraisals
  - Operating Systems
    - Microsoft Windows 97, XP, 2003 & Vista
  - Databases
    - Microsoft Access (97-2007)
    - SQL Server 2000, 2003 & 2005
  - Programming Languages
    - Visual Basic (VB), Visual Basic for Applications (VBA)
  - Microsoft Windows Applications (97-2007)
    - Excel
    - Word
    - Outlook
- 

### TECHNICAL SKILLS

---

- Project management, liaising with members of a team to accomplish targets.
  - Produce comprehensive functional and technical documentation for IT projects.
  - Good communication skills for management and developing valuable business contracts.
  - Ability to analyse business functions and propose practical solutions to enhance business practice and structure.
  - Microsoft Windows and Office support.
  - Database design, implementation and administration.
- 

### EXPERIENCE

---

ProBase Limited, **Business Analyst**, November 2004 – Present

- Controlled and implemented business practice and structure for all areas of business.
- Created functional specifications working with a client for a comprehensive reporting system to validate client's debt.
- Designed and implemented a multi user reporting system to provide in depth validation on clients £3.5 billion debt.
- Developed a number of solutions to enhance a company's business structure and reduce employee expenditure.

Lambourn Insurance Services Limited, **Project Manager**, February 1998 - October 2004

- Positioned on the management committee, dealing with company policy, new and current business relations.
- Managed a large team within the reinsurance ledgers department involving all aspects of ledger reconciliation.
- Worked within a Special Risks Unit, investigating reinsurance issues outside the scope of daily departmental functions.
- Providing support to an underwriting team and producing monthly and quarterly reports for the board of directors.