

## Philip James Wallace MA BA (Hons)

Profile and Portfolio: <http://www.pjwallace.co.uk> | Email: [philipjameswallace@hotmail.com](mailto:philipjameswallace@hotmail.com)

### PROFILE

Employed at King's College London, my work has been in two appointments, as both E-Learning Technician (at language departments) and Website Administrator (at the Mental Health Studies Programme). Previously, my employment included creative roles at both design agencies, and, in education.

### Primary Tasks and Duties

- Content development for and administration of King's College web sites.
- Content design and development for course materials published in the VLE platforms used by King's College. Specifically, static web site design and media production.
- Graphic design production.
- Audio/visual productions for video, media file and audio CD.
- VLE build and teach level access for student tracking, assignments and assessments.
- VLE administration level access for student enrolment and module rollovers.
- Workshop training to King's College academic staff (PC software).
- Installation of PC hardware, software and 1<sup>st</sup> line IT support.
- Wordpress: setting up pages and content for web logs.
- Working with business staff on promotional strategy. Reporting web analytics.
- Attendance and participation in both Learning Teaching Group, and, Programme Committee meetings (Mental Health Studies Programme).

### Technical Skills

Web site, VLE platform administration and third party publishing resources:-

- CMS Contensis and DotNetNuke (for King's College web sites).
- VLE Blackboard Vista 8 and Moodle 2.0 (for King's College e-learning).
- Wordpress.
- Wimba Voice Tools.
- Google Analytics.

Software used in content design and development:-

- Dreamweaver, Fireworks, Photoshop, Flash, Flash Video Encoder. Photoshop, In Design, Audacity, iTunes, Camtasia Studio, Hot Potatoes, Wimba Create.
- Scripting/mark up languages: HTML, XML, ActionScript, JavaScript (client-side).

### Sample Content

Project: Flash video production, to advertise *Festival of Languages* event.

<http://www.kcl.ac.uk/artshums/depts/mlc/news/FestivalofLanguages.aspx>

My roles: Video camera operator and assistant editor. Publishing video on the web site.

Project: Mental Health Studies Programme web site.

<http://www.mentalhealthstudies.iop.kcl.ac.uk>

My roles: Website administration, content development and web site analytics.

Project: Arabic Pronunciation for Beginners Placement Test

[https://www.kcl.ac.uk/schools/humanities/depts/mlc/elearning/placetests/arabic\\_pronunciation/arabic-pronunciation-01.htm](https://www.kcl.ac.uk/schools/humanities/depts/mlc/elearning/placetests/arabic_pronunciation/arabic-pronunciation-01.htm)

My roles: Web page design, using Hot Potatoes.

Project: Spanish for Medics

[https://www.kcl.ac.uk/schools/humanities/depts/mlc/elearning/samplecourse/sfm/unidad4\\_exercis\\_e/](https://www.kcl.ac.uk/schools/humanities/depts/mlc/elearning/samplecourse/sfm/unidad4_exercis_e/)

My roles: Web page design. Flash component population.

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### **Employment History**

KING'S COLLEGE LONDON, 2007-present  
E-Learning Technician, Modern Language Centre (from 2007) and French Department (2008-2009)

Website Administrator, Mental Health Studies Programme, Institute of Psychiatry (2009-2010)

SOUTH ESSEX COLLEGE, 2003-2004  
Enrolment Assistant

PAPER WHITE LIMITED, London, 2001-2002  
HTML Coder

ENIGMA PUBLISHING LIMITED, London, 2000-2001  
Web Administrator

GHA GROUP LIMITED, London, 1999  
Designer

INTERACTIVE 1 GROUP, London, 1999  
Digital Illustrator

POSTGRADUATE STUDIES, 1998-1999

SOUTH ESSEX COLLEGE, 1996-1998  
Associate Lecturer, Media and Performing Arts

UNDERGRADUATE STUDIES, 1993-1996

COLOURCARE INTERNATIONAL, 1992  
Photographic printer

SOUTHEND HEALTH TRUST, 1991- 1992  
Psychiatric Nursing Assistant, Runwell Hospital

### **Education**

UNIVERSITY OF WESTMINSTER, 1998-1999  
Master of Arts Degree in Design and Media Arts with Merit

UNIVERSITY OF LINCOLN, 1993-1996  
BA (Hons) Media Production, Upper Second Class Honours Degree

SOUTH ESSEX COLLEGE, 1992-1993  
Art and Design Foundation BTEC National Diploma

SEEVIC COLLEGE / FITZWIMARC SCHOOL, 1981-1988  
3 Advanced Level Examinations, 6 Ordinary Level Examinations

### **Technical, Professional, Commercial or In-House Training**

CORPS BUSINESS LIMITED, 2008  
Flash CS3: Level 1

KING'S COLLEGE LONDON, 2007-2012  
Blackboard Vista 8, Wimba Create