

TIM MYATT
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ACADEMIC QUALIFICATIONS

Doctorate	Oxford University. The Oriental Institute. Doctor of Philosophy Researched negotiations (1860-1910) between Britain, India, China, and Tibet	2007 - 11
Masters	Oxford University. The Oriental Institute. Master of Philosophy	2002 - 04
Undergrad	Oxford University. St Anne's College. BA Hons: Human Sciences	1999 - 02

EMPLOYMENT AND EXPERIENCE

Oxford Risk Ltd. Operations Director		2016 to present
	<ul style="list-style-type: none">Headed the day-to-day operations and service delivery for Oxford Risk, a successful university spin outProject Management. Manage significant IT development budget to deliver our product to customersHuman Resources. Recruitment, training, and developmentSuccessfully pitched our service to major banks and financial institutions	
Oxford Risk Ltd. Head of Client Services		2011 to 2016
	<ul style="list-style-type: none">Working with senior clients in financial institutions and banks to train and on-board all new clients and ensure excellent service provisionProject management. Managed delivery of multiple large projects to budget and scheduleSpearheaded digital and SM campaigns and launches. Created web content and managed website	
Guild of Mercers' Scholars. Honorary Treasurer & Director of Communications		2013 to date
	<ul style="list-style-type: none">Managed the financial day to day activities and accounts for the Guild, including budgets and trackingLaunched 3 yr. membership recruitment and retention campaignOrganise events, budgets, trips, tours, and dinners, venue hireManage team of volunteers to deliver communications and maintain membership database	
PCC & Finance Committee. St Giles' Church		2014 to date
	<ul style="list-style-type: none">Initiated Project900 to raise £900k for church developmentSuccessfully managed and led the 2015/7 Planned Giving Campaign	
General Secretary of the International Seminar of Young Tibetologists (ISYT)		2008 - 2012
	<ul style="list-style-type: none">Founded ISYT to foster research and build relationships between scholars from around the worldInternational event planning and communication skills. Fund raising and grant applicationsOrganised four international conferences	
ABA&E Ltd. Office Manager		2004 - 2011
	<ul style="list-style-type: none">Worked part time to fund DPhil.Responsible for finances and office management for an architecture practice	

KEY COMPETENCIES

Project Management

- End to end management of software development projects for major international banks
- Agile approach to project management
- Project lead for multi stakeholder development projects with management accountability
- Building project schedules and milestones. Project forecasting and reporting
- Ensuring delivery to tight deadlines and within budget

Effective Communication

- Responsible for maintaining client relationships through online support, over the phone, and on-site presentations
- Adept at building good team communications and working with committees
- Provided training, workshops, online tutorials, and documentation
- Lectured to academic and non-specialist audiences
- Authored books, articles, and proceedings

Financial Management

- Budgetary responsibility for major IT development projects
- Treasurer of The Guild of Mercers' Scholars
Produce accounts, forecasts, budgets, and day-to-day finances
- PCC & Finance Committee. St Giles' Church
Responsible for the 2015/18 Planned Giving Campaign

IT and Software Experience

- Highly computer literate
- Lead a development project for API structure
- Management of JSON databases and code
- Experience using CRM software including Active Campaign, MailChimp, and Mandrill
- Extensive use of editing suites including Photoshop, InDesign, Quark, and Microsoft Office
- Integrated project management software including JIRA, Trello, Asana, and Slack
- 'Writing for the Web' qualification from Oxford University Computer Services

Other Leadership & Teamwork

- Secretary General of International Seminar of Young Tibetologists, Keynoted 4 International conferences
- Oxford University Modern Pentathlon Team & President of Wolfson College Boat Club
- Rowed across the North Sea in a Longboat for a Channel 4 Documentary

Voluntary & Charity

- PCC & Finance Committee. St Giles' Church
- Fundraiser: Church Urban Fund, British Heart Foundation, MacMillan Cancer Research
- Rebrand & Fund Raising Trustee: Latitude UK
- Organised an official visit by Tibetan monks to the Ashmolean Museum, Oxford
- Volunteer English Teacher in a Buddhist Monastery in Dharamsala, India