

◆ PERSONAL OVERVIEW

Name: Alan Samuel Wigand
Date of Birth: 6th July 1969
Sex: Male.
Nationality: British.

(I have always been known as 'Sam')

I was born in Salisbury, Wiltshire and grew up in Hampshire. I attended a comprehensive school in Andover and completed my further education at Salisbury College of Art & Technology.

In 1990 I was accepted by King's College, University of London, to study Physiotherapy. Although I enjoyed a great many aspects of the course, I eventually decided that it was not the right career for me and switched briefly to an academic Biomedical-Sciences degree before leaving college to explore a career in complementary medicine.

I have since worked as a copy editor, hypnotherapist and stress-management consultant and latterly for the Conference & Events Office of a major political party.

At each stage I have been able to add to my portfolio of interpersonal, technical and administrative skills.

An on-line version of my CV is available from <http://www.redactive.demon.co.uk>

◆ EMPLOYMENT HISTORY

2003 -

Assistant Conference Organiser to the Liberal Democrat Party.

Assisting with the general running of the party's Spring and Autumn federal conferences. I was responsible for:

At Party Headquarters

- Management of temporary, casual staff and interns.
- Administration of the registrations database.
- Maintenance of the conference pages of the party's web site.
- Liaising with members, media, commercial and diplomatic guests.
- Design and production of conference badges.
- Design and production of registration and other forms.
- Production of mailing lists and mailings to delegates.
- Customer service.

On-Site at Conference

- Technical management of registration at party conferences.
- Overseeing a team of stewards.
- Assisting with assessment of potential venues and hotels.
- Liaising with IT staff and contractors.

2001-2003

Fundraiser (Political), Part-time.

Duties include soliciting funding contributions from members and supporters of a political party by telephone; Acting as a representative of the party to its members and maintaining good relations therewith.

I was promoted to position of assistant **supervisor** after 8 months, being responsible for shifts of up to 10 callers, monitoring caller performance and statistics. The position includes responsibility for securing party headquarters at the close of business.

1999 - Hypnotherapist and Stress-Management Consultant.
Practicing in London, I offered tailored stress-management and life-coaching solutions in a multidisciplinary clinic, utilising hypnotic and post-hypnotic suggestion, cognitive interventions, reframing, EMDR and other techniques.
My clients presented with a variety of health and lifestyle issues, including smoking, drug addictions, self esteem issues, trauma recovery, phobias, insomnia, sleepwalking.
I am not currently practicing publicly.

Author / Redactor (freelance)

Co-authorship of *The Best Pub Joke Book Ever 3*, Carlton Books Ltd. 1999.

1998-1999 Copy Editor / Proof Reader (freelance)

Subjects including an Internet guide, Oriental esoterica, humour, quiz books. I have also authored original presentation copy for projects including murder-mystery and Tai Chi Chuan (Chinese martial arts).

1994-1998 Herbal Dispensary Manager / Receptionist, Lotus Healing Centre

Duties: General running of a busy herbal dispensary.

◆ WRITING SKILLS

I write clear, concise English and am able to adapt easily to a required style. I am equally at home with prose and technical documents.

◆ COMMUNICATION SKILLS

Clarity: I am a clear communicator, with a good command of English. Foreign students of the English language tell me that they find my explanations (and accent) very clear.

Colour: The process of hypnotherapy benefits greatly from the creative use of metaphor and analogy. I have worked to develop this.

Content: Also, effective communication is emphasized, where the explicit content of a message may be reinforced by proper phrase and structure.

I have a good speaking voice and I speak well and confidently in public.
Working as a fundraiser has further polished my telephone manner.

◆ INTERPERSONAL SKILLS

Soft Skills: Hypnotherapy training, as well as some Biomedical Sciences modules, included the use of listening skills and basic counselling skills, which I can exercise in the proper environment.

Instruction: Often, I have been required to instruct new or temporary colleagues on aspects of the job at hand, e.g. a new software application or procedure.

◆ COMPUTER SKILLS

Windows literate: I own a PC and have frequently installed and un-installed applications and performed hardware upgrades. I am always quick to acquire familiarity with new applications and I enjoy working with computers.

Internet literate: MS Internet Explorer, Mozilla Firefox, Opera, FTP clients.

Microsoft Office: General document production, word-processing, form letters, labels, mail-merges, tabulation, calculation, graphs and charts, some formulae. Design of small scale relational databases. General email and news-reading, mailing lists, appointments.

Adobe Pagemaker: I have edited forms, catalogues and manuals using Adobe Pagemaker software.

Adobe Photoshop & Imageready: I have used Photoshop to retouch photographs and edit ray-traceroutput. I have also used it to generate web page components.

Adobe Acrobat Distiller: Production of portable document format files, e.g. downloadable booking forms.

Macromedia Dreamweaver: I have designed my own website and other client-facing pages.

Crystal Reports (Seagate): A database querying tool.

◆ EDUCATION

Diploma in Clinical Hypnosis (London College of Clinical Hypnosis, 1999)

I have also studied Biomedical Sciences at Kings College, London, 1990-1993.

A-Level	Biology	B	At Salisbury College of Art and Technology, 1988-1990.
	Psychology	C	
	Chemistry	D	

O-Levels Eight O'Levels.

◆ INTERESTS & ACTIVITIES

Home brewing

Using malt extracts and speciality grains. I brew pale ales and the occasional stout. During the brewing season, I usually have five gallons of beer bubbling away under the kitchen table. Some of my brews have been rather good. I have also turned my hand to wines and meads, with some early success.

Japanese language and culture

As yet, I have only a few phrases of Japanese – *watashi wa Nihongo o sukoshi hanasemasu*. I have learned both Japanese syllabaries, Hiragana and Katakana. I have also learned a few Kanji (pictograms). Since my wife is Japanese, I enjoy Japanese food. I have visited Japan twice.

Writing I have written a number of short stories, two of which were published in magazines.

Massage ITEC syllabus. Stress reducing, non-remedial massage.

Favourite Authors

I am most inspired by the work of authors like Iain Banks, Bruce Sterling, Neal Stephenson, William Gibson, Robert Anton Wilson, Tim Dedopulis, JRR Tolkien, Ursula LeGuin, Pat Cadigan, Michael Moorcock and Terry Pratchett.