

David Deller

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Personal Profile: I am a hard-working individual with a long track record of successfully delivering project-based work involving sophisticated statistical analysis in academia. I am seeking a new direction with part-time office-based work in Norwich following a period of ill health. I wish to further develop and broaden my skills relating to efficient business administration. My previous administrative experience includes monitoring project progress against timelines, co-ordinating the production of complex bid documents, report writing, minute taking, editing of documents for external audiences and collating datasets in a standardised fashion.

I have considerable experience of using specialist technical software and would be keen to learn to use additional software packages in a new role. Furthermore, I have performed highly in work relating to a range of sectors, namely: education, energy, water, financial services and retail. My experience also includes presenting to a wide range of audiences, working closely with those in senior positions and engaging with public policy processes. Lastly, my work in academia means that I am used to working in environments requiring high standards where attention to detail is key and autonomous working is the norm.

Software Experience: Microsoft Word, PowerPoint, Excel, Outlook and Teams. Also, previous experience with STATA (statistical analysis), Qualtrics (survey design and delivery), Scientific Workplace (scientific publishing and mathematical analysis) and MATLAB (mathematical analysis).

Employment:

Senior Research Associate, Centre for Competition Policy (CCP), University of East Anglia, 2016-2023

- Lead writer of reports for government departments and industry regulators, working papers and academic articles published in peer reviewed academic journals
- Topics covered included: energy affordability, consumer behaviour in the energy market, subsidies for renewable energy, innovation by large tech companies and incentives for water conservation
- Responsibility for the day-to-day management of Research Associates delivering data collection, literature reviews and statistical analysis
- Led the delivery of large research projects including monitoring progress against deadlines and liaising with clients regarding the specifics of project deliverables
- Co-ordinated the delivery of substantial bid documents for training and consulting contracts including writing substantial sections of text, developing delivery schedules and devising feasible time allocations across staff to meet project budgets
- Lead writer of numerous responses to policy consultations by government departments, industry regulators and other organisations
- Delivered presentations of research to both academic and non-academic audiences including at major conferences
- Took part in numerous discussions regarding research projects and general economic insights with clients and representatives of government departments, industry regulators, consumer organisations and companies, including at board level

- Edited editions of CCP's research magazine and a book for policymakers about fairness in the retail energy market
- Wrote a number of articles for blogs and CCP's research magazine
- Member of recruitment panel appointing Research Associates

Research Associate, Centre for Competition Policy (CCP), University of East Anglia, 2013-2016

- Supported faculty in the delivery of high-quality research projects (provided literature reviews, statistical analysis, report writing, presentations and record keeping)
- Led a team under time pressure to identify, document and upload datasets created by CCP over the previous 10 years for the UK Data Archive
- Implemented a large-scale online survey about consumers' decisions to switch energy suppliers
- Drafted summaries of academic articles for non-specialists for CCP's website
- Monitored press releases and specialist news services for tenders, funding opportunities and open consultations

Temporary Lecturer, Department of Economics, University of Essex, 2011, 2012 and 2013

- Full responsibility for the delivery and assessment of two undergraduate modules and a pre-sessional module for the MSc programme
- Delivered lectures, classes, office hours and the marking of exams
- Substantially improved lecture materials for a module on organisational management

Graduate Teaching Assistant, Department of Economics, University of Essex, 2009-2012

- Delivered classes, office hours and exam marking for a range of modules
- Received the department's 'Best Graduate Teaching Assistant Award' in 2011

Graduate Trainee (Business Leadership Programme), Barclays Bank PLC, London, 2005-2007

- Placements in mortgage processing division and business turnaround unit
- Designed a comprehensive suite of customer satisfaction surveys for the mortgage processing division

Customer Assistant, Tesco PLC, Hook, Hampshire, 2000-2002

- Main role as cashier. Also worked on the customer service desk and fresh food counters

Education:

PhD in Economics, University of Essex	2008-2013
MSc in Economics (with distinction), University of Essex	2007-2008
BA in Economics and Management, 2:1, University College, University of Oxford	2002-2005
5 x Grade A (Maths, Further Maths, History, Economics and General Studies), A-Level, The Sixth Form College Farnborough, Hampshire	2000-2002
9 x A*, GCSE, Robert May's School, Odiham, Hampshire	1998-2000

References: Available on request