



**Scott Grice**

Business Administrator & Technical Assistant

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**Scott joined TAS in January 2016 after completing his level 1 Business Administration course at Preston College. TAS employed Scott as an Apprentice Business Administrator so he could gain real hands-on experience and knowledge. He progressed from this role to become a Technical Assistant, taking responsibility for the server, networks and website. In his time at TAS Scott has developed his graphic design and data analysis skills allowing him to contribute to a range of projects.**

**Scott has contributed to the following projects:**

**Stirling Council – Unmet Taxi Demand Study**

Scott undertook detailed video analysis of taxi rank footage, and collated the data accordingly. He analysed the recorded data and created the required outputs and contributed to the final report sent to Stirling council. Scott was also responsible for understanding and applying certain industry standard formulas that were required to properly benchmark the results.

**Nottingham City Transport – Passenger Surveys**

Scott helped design and conduct on and off bus passenger surveys as part of the TAS team tasked with assessing the impact of the new tram extension on bus patronage in Nottingham. He created the template for the data analysis and contributed to the final report.

**Sunderland City Transport – Passenger Surveys**

Scott undertook consultation and analysis of cross city passenger movements and travel requirements in order to inform a larger piece of work which looked at, amongst other things, bus stop and interchange placements in the city centre. He was required to observe and record in significant detail and have an in-depth understanding of the project brief.

**Nottingham City Transport – On Street Surveys**

Scott developed the input forms and interface for the CAPI on street surveys conducted in Nottingham. He acquired the software, quickly became proficient and created the forms from scratch. He transferred and cleaned the data, analysed and created the draft report for the client.

### **TAS Website Development and TAS Promotional Material**

Scott has begun and continues to redesign the TAS Partnerships website, promotional materials and report formats and graphics. He has completely recreated the website from scratch and updates and improves it regularly. His talent for graphic design has proven useful in this as well as when working on other projects.

### **Skills**

**Graphic Design; Data Collection, Analysis and Reporting; Software Proficiencies: File Maker Pro; Adobe Photoshop; Adobe Dreamweaver; Web design and development – HTML5 and CSS.**