

Alice Cellan-Jones

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Skills

Coding skills in a number of different languages (HTML, SCSS, Javascript, React, Git, Node, Firebase, Java/Spring, SQL, Python 2.7/3.9, GameMaker Studio 2).

Experienced in use of Microsoft and Google software suites, and also managing administrative data and large spreadsheets, including SIMS.

Good quantitative skills and attention to detail. Effective at all written communications (reports, emails, letters). Ability to work effectively in a team.

Work & training

June 2021-August 2021: _nology Software Trainee

- Web Development course covering HTML, SCSS, Javascript, React, Git, Node, Firebase, Java/Spring, SQL and more.
- Created numerous applications and websites.
- Contributed to a large-scale group project.
- Covered both front and back-end development, as well as full-stack, standardised coding structure, and Agile.

See portfolio.

January 2021-April 2021: ARK Elvin Academy, COVID Coordinator

Responsible for:

- arranging and scheduling all COVID tests in the school;
- registering, reporting and archiving all test results;
- monitoring attendance data;
- ensuring supply of testing kits.

January 2020-December 2020: ARK Elvin Academy, Admissions Officer

One-year maternity cover contract. Responsible for:

- admissions process and maintaining all data related to admissions;
- communicating with parents;
- keeping student profiles and records updated;
- handling confidential data;
- communicating with other schools, etc.

December 2019: City University, London

Course in Python 2.7/3.9.

September 2019-November 2019: Bennett Institute, University of Cambridge

Part-time administrative assistant in the Department of Politics and International Studies
Tasks included editing, proofreading, research, data management, and social media. Was also in a part-time course for Python programming during this time period.

Summer 2018: National Institute of Social & Economic Research (NIESR): Placement involving research into social issues and analysis/organisation of Excel data. Worked in a team to complete multiple tasks on different projects.

Education

2016 - 2019: BSc (Hons), Psychology, 2.1, University of Manchester: Developed skills in statistics and data analysis as well as writing and communication skills. Third year independent experiment and research study.

2009 - 2016: Drayton Manor High School, London

A Levels: Psychology: **A** Biology: **A** English Literature: **B**; **GCSEs:** 14 (incl **A*** Maths)

Personal interests

I've been keenly interested in drawing, writing, and playing music for many years. I attended classes at the Prince's Trust drawing school prior to university and now draw regularly in my spare time. Passed Grade 6 in piano, and have continued to play it alongside the guitar, as well as learn music theory. I am also experimenting with game development, music composition and sound editing software. I love to express my creativity, and always enjoy improving myself.

DOB 11 July 1998

Referees

Andrea Thompson, Data Manager, ARK Elvin Academy (a.thompson@arkelvinacademy.org)

This and other references available on request