

ADAM LEWIS

JUNIOR WEB DESIGNER | WEB CONTENT ADMINISTRATOR | DIGITAL ADMINISTRATOR
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PROFILE SUMMARY

Dynamic and detail-oriented professional with a solid foundation in web design and development, complemented by robust technical skills and a proven track record in operational management. Possesses a comprehensive skill set spanning basic to advanced web design principles, programming languages, and cloud technologies. Demonstrates a strong aptitude for analytical thinking, problem-solving, and delivering exceptional customer service. Thrives in deadline-driven environments while maintaining a meticulous focus on quality and efficiency. Effective communicator and collaborative team player adept at leveraging technical expertise to drive organisational success.

HARD SKILLS

Basic Web Design
Formatting Web Pages
Tags Listing
Meta and Link Tags
Hyperlinks
Display and Create Image Maps
IFrames
Cascading Style Sheets (CSS3)
Rollover Buttons
Page Layout
Absolute & Relative Positioning
Functional Programming

SOFT SKILLS

Analytical & Critical Thinking
Impeccable Work Ethic
Time Management
Strategic Planning
Customer Service
Problem-Solving
Communication
Deadline-Driven
Detail-Oriented
Collaborative
Conscientious
Organisation

TECHNICAL SKILLS

Microsoft Excel
Microsoft Word
Microsoft Teams
Microsoft Outlook
Microsoft PowerPoint
Adobe Acrobat Reader
Zoom
HTML
CSS
Command Line
GitHub
JavaScript

EDUCATION & TRAINING

Web & Software Development Programme ITonlinelearning Ltd.	2024
OCR National Diploma, ICT Waltham Forest College	2010
6 GCSEs Highams Park Secondary School	2009

CERTIFICATIONS

AWS Certified Cloud Practitioner Amazon Web Services	2024
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DESIGN PORTFOLIO

Trainee Web Developer ITonlinelearning Ltd.	2024
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- Embedded documents within the HTML documents by using Iframe tags to specify inline frames whilst creating and adding links, images, and other media to the website.
- Utilised HTML to develop the website content including a landing page with three additional pages namely contact, about, and FAQ.
- Created, edited, and manipulated web typography as well as created and embedded link lists and tables into pages.
- Maintained site formats and structural integrity by defining elements and content using the CSS3 box model.
- Kept site load times to a minimum by effectively implementing CSS3 syntax to style website pages.
- Developed a personalised website as part of the web development programme final assignment.
- Utilised multiple style attributes to set the style of HTML elements and therefore style webpages.
- Explored various website hosts taking into consideration type, security, features, and pricing.
- Determined the theme of the website in order to be eye-catching and user friendly.
- Used CSS3 Dynamic Properties using transformations, transitions, and animations.
- Created HTML webpages using HTML Editors Visual Studio and Brackets.
- Selected a subdomain in order to obtain the domain URL.

Thank you for your
consideration.

WORK EXPERIENCE

Records Clerk | Boulton Wade Tennant

2021 – Present

- Maintained and updated physical and electronic records with accuracy and attention to detail. Ensured records were organised and easily accessible.
- Filed documents and records in accordance with established procedures, ensuring they were correctly categorised and stored.
- Input and updated information into the firm's record-keeping systems. Verified the accuracy and completeness of data.
- Responded to requests for records and documents, retrieving them in a timely and efficient manner.
- Ensured all records management practices complied with legal requirements and firm policies. Assisted with audits and inspections as needed.
- Oversaw the archiving process for older records, ensuring they were stored securely and could be retrieved if necessary.
- Provided administrative support to other departments as required, including assisting with the preparation and management of legal documentation.

Office Clerk | Duff & Phelps

2013 – 2018

- Provided general administrative support, including answering phone calls, greeting visitors, and handling incoming and outgoing mail.
- Assisted with filing, organising, and maintaining office records and documentation, both physical and electronic.
- Monitored and maintained office supplies inventory. Ordered and restocked supplies as needed.
- Scheduled and coordinated meetings, including arranging meeting rooms, preparing materials, and managing refreshments.
- Assisted in preparing reports, presentations, and other documentation as required.
- Ensured the office environment was tidy and organised. Reported maintenance issues to the relevant personnel.
- Provided support to other administrative staff and departments as needed, including handling ad-hoc tasks and projects.

Debrief Clerk | Reynolds Catering Supplies Ltd.

2012 – 2013

- Reviewed and processed delivery debriefs, ensuring all relevant information was accurately captured and documented.
- Entered debrief details into the company's system, verifying accuracy and completeness of information.
- Investigated and resolved any discrepancies or issues related to delivery debriefs, including liaising with drivers, customers, and other departments.
- Maintained and updated records related to delivery debriefs, including reports and documentation.
- Communicated with delivery drivers, warehouse staff, and customer service teams to ensure smooth resolution of any delivery-related issues.
- Prepared and generated reports related to delivery debriefs as required by management, highlighting trends, issues, and areas for improvement.
- Ensured all processes and documentation complied with company policies and industry regulations.

Static Claims Assistant Administrator | Charles Taylor Insurance

2011 – 2012

- Reviewed and processed static claims documentation, ensuring all required information was complete and accurate.
- Entered and updated claims data into the company's claims management system. Verified accuracy and completeness of entered information.
- Assisted with the management and tracking of static claims, including monitoring claim progress and ensuring timely resolution.
- Liaised with claimants, adjusters, and other relevant parties to gather information and provide updates on claims status.
- Organised and maintained electronic and physical files related to static claims. Ensured all records were stored securely and could be easily retrieved.
- Generated and prepared reports on static claims as required by the claims team or management. Highlighted any trends, issues, or areas for improvement.
- Ensured all claims processing activities complied with company policies and regulatory requirements.

Prior Experience Available Upon Request

Junior Print Room Assistant | Grosvenor Group, Print Services Ltd. | 2010 – 2011

REFERENCES AVAILABLE UPON REQUEST

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