ADAM LEWIS  
JUNIOR WEB DESIGNER | WEB CONTENT ADMINISTRATOR | DIGITAL ADMINISTRATOR   
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P R O F I L E S U M M A R Y

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.

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| H A R D S K I L L S | S O F T S K I L L S | T E C H N I C A L S K I L L S |
| 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 | Analytical & Critical Thinking  Impeccable Work Ethic  Time Management  Strategic Planning  Customer Service  Problem-Solving  Communication  Deadline-Driven  Detail-Oriented  Collaborative  Conscientious  Organisation | Microsoft Excel  Microsoft Word  Microsoft Teams  Microsoft Outlook  Microsoft PowerPoint  Adobe Acrobat Reader  Zoom  HTML  CSS  Command Line  GitHub  JavaScript |

E D U C A T I O N & T R A I N I N G

**Web & Software Development Programme** |ITonlinelearning Ltd. 2024

**OCR National Diploma, ICT** | Waltham Forest College 2010

**6 GCSEs** | Highams Park Secondary School 2009

C E R T I F I C A T I O N S

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| **AWS Certified Cloud Practitioner**  Amazon Web Services | 2024 | **Microsoft Certified: Azure Fundamentals**  Microsoft | 2024 |

D E S I G N P O R T F O L I O

**Trainee Web Developer** | ITonlinelearning Ltd. 2024

* 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.

W O R K E X P E R I E N C E

**Records Clerk** | Boult 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 & Phelps2013 – 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

R E F E R E N C E S A V A I L A B L E U P O N R E Q U E S T