

Kim Richards

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SKILLS

- Problem Solving
- Decision Making
- Critical Thinking
- Programming abilities
- Adaptability
- Documentation
- Time Management
- Leadership
- Analytical
- Written communication
- Verbal communication
- Willingness to Learn
- Documentation
- Organisation
- Research

ACHIEVEMENTS

- **90%** overall in Foundation year, **88%** overall in Year 1, **100% in three modules**
- **IBM MQ Developer Essentials** (Nov 23)
- Grades equivalent to a 1st in all modules
- Organised a collaborative workspace for over 50 students at university.
- Fundraised over £2500 for a trip to South Africa to conduct conservation work.
- Took part in an International Women's Day workshop, promoting women engineering.

HOBBIES/INTERESTS

- Skiing
- Website Development
- Cooking

PERSONAL PROFILE

A highly organised and detail-orientated professional with diverse experience in administrative roles across various industries. I have a strong background in handling complex tasks such as account reconciliation, scheduling and managing client communications. My experience in customer-facing roles has enhanced my ability to handle inquiries and complaints with diplomacy and professionalism, ensuring a high standard of service.

EDUCATION

BSc Computer Science with Foundation Year

UNIVERSITY OF WOLVERHAMPTON | SEPTEMBER 2021 - PRESENT

- Excellent knowledge of programming constructs, data structures and algorithms
- Python, C, Java, MySQL, Oracle, HTML, CSS, Javascript, Unity, C, Flutter
- Git/Github
- Proficiency with development tools and IDEs
- Familiarity with Linux and command line tools
- Version control and collaborative development
- Knowledge of agile principles and scrum framework

2nd YEAR MODULES SEMESTER 1

- Databases – Designed a relational database system for a mock recruitment company ensuring data integrity and compliance with GDPR/Data protection act (2018). **87%**
- Object Orientated Design and Programming – Developed a game like Trivial Pursuit in Java, connected to MySQL database, manipulated CSV files, created a GUI, completed JUnit testing. **90%**
- Numerical Methods and Concurrency – Multithreaded programs in C using POSIX threads for processing large amounts of data, file handling, image processing. **90%**

2nd YEAR MODULES SEMESTER 2

- Human-Computer Interaction – Develop an ecommerce website with usability in mind.
- Distributed and Cloud Systems Programming – AWS S3 Bucket, CloudFront, Akka Actors, Google Firestore
- Collaborative Development (**Role: Database/Business Analyst**) – Collaborating in a group of 7 to create a technology to help the elderly and their carers, adapting to changing requirements with fortnightly sprint cycles, using agile tools (Trello) to manage backlog and track progress.

AS Levels and GCSEs

AYLESFORD SCHOOL & SIXTH FORM COLLEGE | 2010 - 2016

- AS Levels: A* Extended Project, A Mathematics, B Further Mathematics, B Computer Science
- 12 GCSEs – 3 A*s (Mathematics, Computer Science, IT) 9 A's

WORK EXPERIENCE

Accounts Payable Administrator (Hybrid Remote)

SIMS GROUP UK | MAY 2024 – PRESENT (TEMPORARY CONTRACT) | LONG MARSTON, STRATFORD UPON AVON

- Processing supplier invoices
- Reconciling supplier statements
- Dealing with internal/external queries promptly
- Distributing emails to the relevant departments
- Ad-hoc duties for accounts payable manager

Bar Staff

THE MONTGOMERY OF ALAMEIN | AUG 2021 – PRESENT | HAMPTON MAGNA, WARWICK

- General part-time bar work

Accounts Assistant

THE EDWARDS COMPANY | DEC 2022 – DEC 2023 | WOMBOURNE

- Reconciliation of accounts
- Maintaining customer and supplier information
- Dealing with accounts queries
- Paying suppliers
- Raising/processing invoices

Patient Coordinator

BUDBROOKE MEDICAL CENTRE | MAY 2022 – DEC 2022 | HAMPTON MAGNA, WARWICK

- Allocating appointments
- Diary management
- Writing up patient's medical letters onto their records
- Dealing with patient queries and complaints in a diplomatic manner

Sales Ledger Clerk/Credit Control Assistant

CITY ELECTRICAL FACTORS | MAY 2017 – AUG 2021 | KENILWORTH

- Keeping the sales ledger up to date
- Downloading and processing BACs payments
- Issuing invoices and statements
- Liaising with various branches and accounts departments
- Responsible for chasing payments and avoiding bad debts.
- Completed a course – Foundation Certificate in Bookkeeping Level 2

Assistant Bar Supervisor

THE NEW INN | 2017 – 2019 | NORTON LINDSEY, WARWICK

- General bar duties
- Maintaining stock levels

References available on request