**KIM RICHARDS**

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Professional profile

Driven and detail-oriented final-year computer science student with a solid understanding of software development and the Software Development Life Cycle (SDLC). Skilled in designing and implementing innovative, efficient solutions with a strong focus on user experience. Passionate about contributing to impactful projects in a graduate software engineering role, while continuously learning and growing in a dynamic environment. Committed to delivering high-quality work through collaboration, problem-solving, and creativity.

Key skills

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * **Java** * **C** * **Python Programming** * **HTML** * **CSS** * **JavaScript** * **Communication** * **Adaptability** | * **SQL** * **Microsoft Azure** * **Machine Learning** * **Fullstack Development** * **Frontend Development** * **Artificial Intelligence** * **Teamwork/Collaboration** * **Time Management** | * **Android Development** * **React** * **Version Control** * **Test-Driven Development** * **Database Design** * **Critical Thinking** * **Innovation** |  |  |

Courses

**AI-Driven Software Engineering Bootcamp – IN4 Group**

**December 2024 – Present**

* Intensive, comprehensive and industry aligned program covering software development, AI/ML and cloud computing fundamentals
* Delivering impactful results through hands-on labs, group projects and client-facing assignments applying technical and project management skills
* Demonstrated a commitment to excellence by creating functional, user-focused solutions while consistently meeting project deadlines

Education

**BSc Computer Science with Foundation Year**

**September 2021 – 2025 | University of Wolverhampton**

Expected 1st

**AS Levels/GCSEs**

**2010 – 2016 | Aylesford School and Sixth Form College, Warwick**

* AS Levels: EPQ (A\*), Mathematics (A), Further Mathematics (B), Computer Science (B)
* GCSEs: 3A\*s (Mathematics, Computer Science, IT), 9As

**AAT Level 2 Certificate in Bookkeeping**

**2018 | Timely Training Solutions, Warwick**

Work Experience

**Accounts Payable Administrator**

**May 2024 – Present | Unimetals, Hybrid Remote**

Manage the accounts payable process for key accounts, ensuring timely payment and maintaining financial accuracy.

* Ensure account stays within agreed credit limit
* Pay invoices on time
* Collaborate with colleagues to identify and resolve discrepancies

**Accounts Assistant / Sales Ledger Clerk / Credit Control Assistant**

**December 2022 – December 2023 | The Edwards Company, Wolverhampton**

**May 2017 – August 2021 | City Electrical Factors**

Responsible for managing financial transactions and keeping accurate records, playing a key role in ensuring efficient cash flow. Helping to minimise bad debt by actively chasing upcoming and overdue invoices.

* Reconciled accounts, processed supplier payments, maintained up-to-date records for customers and suppliers
* Managed sales ledger, processed and allocated BACs payments
* Issued invoices and statements to clients
* Liaised with internal departments to resolve financial issues
* Chased overdue payments via email and phone, proactively managing credit control processes to prevent bad debts

**Bar Staff / Assistant Bar Supervisor**

**Aug 2021 – May 2024 | The Montgomery of Alamein, Warwick**

**2017 – 2019 | The New Inn, Warwick**

Worked in dynamic bar environments, ensuring excellent customer service, maintaining stock and supporting team leadership.

* Managed bar operations during peak hours
* Assisted in supervising staff, ensuring the smooth operation of bar services
* Organised and supported events to enhance customer experience and business performance

**NHS Patient Coordinator**

**May 2022 – December 2022 | Budbrooke Medical Centre, Warwick**

Scheduled patient appointments, managed confidential medical records, ensured high level of service in a busy healthcare environment.

* Managed patient appointments, triage to guarantee most appropriate clinician
* Sustain accurate and up-to-date records
* Writing up letters and updating patient files
* Addressed sensitive patient queries and complaints in an empathetic and professional manner

Voluntary Work

**Conservation Volunteer**

**2016 | Operation Wallacea, South Africa**

Fundraised over £2500 for a trip to South Africa, conducting population surveys, performed systemic animal counts and recorded ecological data using field research methodologies to support species monitoring and conservation efforts.

Certifications

**IBM MQ Developer Essentials (November 2023)**

References

Available on request.