Alana Barrett-Frew

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Profile

"Former Teacher turned Project Manager, always learning and seeking new knowledge and skills. Very excited to bring highly transferable and relevant skillset into Project Management. I value a simple and clean approach and don't like to over complicate tasks. A leader, mentor, effective planner and implementor of organisation strategies to balance day to day teaching requirements alongside extra curricular activities."

Skills

Technical Skills:
- Agile Development and Delivery (Scrum, Kanban)
- Team Collaboration and Pair Programming
- GitHub Workflow and Project Board Management
- UX Design Principles
- HTML, Advanced CSS, Intermediate JavaScript

Project Management Skills:

Project Coordination and Management: Strong background in project management, evidenced by experience as a Teacher, Project Manager, and as a self-employed Freelance Web Developer. Successfully initiated and executed various projects, including building a school farm, introducing the Duke of Edinburgh Award, implementing a BTEC Animal Care course, and developing a websites for Kernow Pets, a voluntary project. Proficient in managing budgets, planning and leading events, and coordinating stakeholders.

Team Leadership and Management: Experience in leading and managing teams as a Teacher and Mentor. Mentored trainee teachers and effectively managed a group of employees, providing guidance, support, and direction to team members.

Communication and Stakeholder Management: Effective communication with stakeholders, including students, parents, colleagues, industry professionals. Skilled in stakeholder management, maintaining alignment with business needs, and keeping stakeholders informed about project progress and deliverables.

Planning and Organisational Skills: Track record of managing multiple projects concurrently, including the school farm, Duke of Edinburgh Award, and BTEC Animal Care course. Strong planning and organisational skills to establish and maintain project management and administrative processes for efficient program operation.

Adaptability and Problem-Solving: Demonstrated adaptability and problem-solving skills throughout teaching career, especially during challenges like transitioning to online teaching during the pandemic and managing delays in projects due to limited resources. Flexible and adaptable, with the ability to learn new skills and adapt to changing circumstances, managing diverse client projects and addressing their unique requirements. Able to adapt to changing circumstances, learn new technologies, and find creative solutions to challenges.

Professional Experience

Self Employed, Home based, Cornwall, UK   **June 2023 - Present**

Collaborate with clients to understand their specific requirements, providing tailored web development solutions to meet their needs.
- Developed a responsive and user-friendly website for Kernow Pets using React, building it from scratch.

EdX Bootcamp, Front End Web Development   **November 2022 – March 2023**

16 Week Skills Bootcamp in Front End Web Development which took me from zero coding experience to successfully building Front End Responsive Applications.
- Practiced Agile Methodologies with daily stand-ups, use of Kanban board to manage projects and two week sprints to complete projects.
- Independent, pair-programming and collaborative team work to design and build responsive front end web applications using HTML, CSS and JavaScript; specifically specialising in the React framework.

Brannel School, St Stephen, Cornwall, UK   **June 2016 – May 2023**

Teacher of Geography, Maths, Animal Care | Farm Manager | Duke of Edinburgh Manager | Mentor

Served as a National Curriculum (NC) Maths Teacher (KS3 and KS4) then progressed to a Geography Teacher. Lead driver in two major projects; Building a school farm and introducing and developing the Duke of Edinburgh Award.
- Successfully managed the development and implementation of a school farm project, including building and running the farm and introducing a new BTEC Animal Care course.
- Led the introduction and development of the Duke of Edinburgh Award program in the school, managing a group of six employees and overseeing budget management.

- Mentored and supervised three trainee teachers through their teaching placements in Maths and Geography, providing leadership and mentorship, supporting their professional growth and development.
- Organised and led trips and events, such as DofE expeditions and school outings, ensuring effective communication with students, parents, and staff.
- Developed risk assessments, managed budgets, and submitted funding requests, totalling approximately £2K each, resulting in successful project execution.

Teacher Multiple locations, England | Spain   2004 – 2016

Served as a teacher of multiple subjects, including Maths, Geography, Physical Education, and Teaching English as a Foreign Language (TEFL).
- Managed all aspects of report writing, meeting deadlines, progress monitoring, liaising with key stakeholders, and demonstrating leadership and management in classes of up to 32. Provided support for neurodivergent individuals, such as Dyslexia, Dyscalculia, Autism, and Social Emotional Mental Health (SEMH), dynamically adapting and reacting to constantly changing situations.

Projects

The Eco Patch and Outdoor Learning
Demonstrated strong planning and organisational skills, managing multiple projects concurrently and ensuring smooth operations. Introduced and developed the Duke of Edinburgh Award provision and a new BTEC course in Animal Care aligning with organisational goals and enhancing the educational offerings.
- Initiated and managed the school farm project, collaborating with key stakeholders and overseeing the entire project lifecycle, including stakeholder engagement, risk assessment, resource allocation, and progress tracking.
- Managed budgets, planned and led events, effectively communicated with students, parents, colleagues, and industry professionals, maintaining strong stakeholder relationships and achieving alignment with educational objectives.

Kernow Pets
Responsible for planning and delivering the project, resulting in the successful launch of the website.
- Collaborated with key stakeholder to understand their specific requirements, providing tailored web development solutions to meet their needs.
- Developed a responsive and user-friendly website for Kernow Pets using React, building it from scratch.
- Utilised HTML, CSS, and JavaScript to create a visually appealing and interactive website that effectively showcased the business mission and services.
- Implemented SEO optimisation techniques to enhance the website's visibility and search engine rankings.

RWCFrance23
Led project management activities for the collaborative group project built using React, incorporating APIs for data fetching and updates.
- Managed daily stand-ups, the Kanban board, and ensured project completion within the designated timeframe.
- Utilised Google Docs for project planning and Figma for wireframe mock-ups.
- Presented the project to the course cohort using Google Slides and then as an individual to industry professionals on a demo day using Remo platform to deliver.

For More Projects visit my website https://alanabarrettfrew.com

Additional Experience
- Foster Carer, Action for Children.
- Probation, Community Payback Supervisor. Managed and mentored groups of Service Users to make positive changes to improve local communities and help them make positive changes to their lives.

Education & Professional Development
- Front-End Web Development Certificate – edX, Remote
- Project Management Certificate – The Knowledge Academy, Remote
- BA HONS, Physical Education with QTS, Secondary Education & Teaching – University of Brighton, Brighton, UK

Licenses & Certifications
- PRINCE2® Foundation, AXELOS Global Best Practice
- EdX Trilogy Skills Bootcamp in Front End Web Development
- Level 1 SFEDI Award in Understanding Enterprise
- Level 1 SFEDI Extended Award in Passport to Enterprise and Employment