

# JUNIOR WEB DEVELOPER

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## Personal statement

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Newly graduated web developer, offering enthusiasm and understanding of various programming languages. Looking to join an organisation where opportunity for growth and professional development is embraced. Focused on expanding knowledge and abilities in website design, programming and quality assurance. Talented in project management, team leadership and independent problem-solving, positively impacting overall morale and productivity.

## Experience

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During my time as a deputy team lead a team of 8 staff members. I was responsible for training and mentoring staff, who needed additional support to meet their objectives.

Collaborated with a team of 7 in the development of People Performance objectives.

## Key Skills

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- ◆ HTML
- ◆ CSS
- ◆ Website optimisation
- ◆ Web user interfaces
- ◆ Web development projects
- ◆ Project Management
- ◆ Operating systems
- ◆ Leadership/ Mentoring
- ◆ Staff education and training
- ◆ Performance improvement
- ◆ Troubleshooting skills

## Employment History

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Various roles, Department for Work & Pensions, London

*(Dec 2000 – Present)*

Achievements and responsibilities:

- ◆ Reorganised the meeting booking process, implementing an online system which all staff can access, leading to reduced diary conflicts within the team
- ◆ Devised and implemented a new filing and indexing system for files, resulting in greater ease of access and a more time-efficient process
- ◆ Helped provide a safer workplace by cataloguing and dispatching health and safety information and posters for the office
- ◆ Diary management, typing correspondence and documents, creating presentations and writing meeting minutes
- ◆ Creating and maintaining customer records
- ◆ Training and mentoring new and existing staff, which improved skills and customer service. The following quarter, accuracy improved by 15%.
- ◆ Wellbeing Lead
- ◆ People Performance Lead

## Education

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### **Code Institute**

*(2020 – 2021)*

Diploma in Software Development

### **College of North East London**

*(September 1999 – July 2000)*

GNVQ Business

Distinctions, First Class' and BTEC Awards

## References

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References are available upon request.