

OBJECTIVE

Motivated and detail-oriented college student about to complete the final year of study, with a strong foundation in web development and a passion for design and coding. Proficient in **HTML, CSS, and JavaScript**, with proven problem-solving abilities and a creative mindset. Skilled in communication and teamwork through academic and group projects. Eager to contribute to impactful web solutions in a Front-End and Design role.

SKILLS

- HTML and CSS basics
- JavaScript
- JQuery knowledge
- SQL database design
- PHP experience
- User interface design
- Accessibility standards compliance
- AWS deployment
- Adobe Creative Suite

EXPERIENCE

DigitalIB Solutions — Administration Assistant *Newarthill* | 06/2024 - Current

- Resolved administrative problems by analyzing information and data.
- Ensured data accuracy with meticulous record keeping practices.
- Assisted in HR duties and scheduling.
- Supported budgeting process through expense tracking and reporting.
- Handled sensitive information confidentially.
- Assisted in payroll administration.

Euro Car Parts — Sales Advisor *05/2022 - Current*

- Liaised with local garages and public for car parts orders.
- Built relationships with local garages.
- Regularly called clients for updates and special offers.
- Managed outbound/inbound calls, invoicing, and administrative duties

EDUCATION

New College Lanarkshire *Motherwell, North Lanarkshire*

- HNC: Web Development and Design (08/2023)
- Completed with A grade unit.

New College Lanarkshire *Motherwell, North Lanarkshire*

- HND: Web Development and Design (08/2024 Expected)

City of Glasgow College

- NC: Administration (01/2012 - 01/2013)

Coatbridge College

- HND: Administration (01/2013 - 01/2014)