



# Carla Arrowsmith

WEB DEVELOPER

## Details

Swansea  
07943932604  
carla.arrowsmith@gmail.com

## Portfolio

<https://carlasweb.github.io/portfolio.github.io/>

## Skills

- Web Development
- HTML
- CSS
- JavaScript
- PHP
- SQL
- Webflow
- Figma

## Profile

I am a dedicated front-end developer with over three years of industry experience, specializing in HTML, CSS, and JavaScript. I also have foundational knowledge of SQL, PHP, WordPress, and Webflow. I am eager to expand my expertise, work with modern frameworks and methodologies, and continuously develop my technical skills. My goal is to contribute to innovative projects in a role that fosters growth and learning.

## Employment History

### Web Developer – Ascend

DECEMBER 2024 – JANUARY 2025

Ascend is a small marketing company based in Cardiff. I was employed to assist with web development side of the business. My projects included:

- Redesign websites using Figma.
- Update existing websites using Webflow.
- Update proposal documentation templates.

### Front-End Developer – CVP

JULY 2021 – DECEMBER 2024

CVP is a leading provider of broadcast and professional video solutions in the UK and Europe. In this role, I have worked extensively with HTML, CSS, JavaScript, PHP, and SQL, contributing to various projects, including:

- The main e-commerce website, which I helped make responsive and user-friendly.
- Internal systems and customer portals.
- Their London showroom website
- Custom HTML email templates.

### Project Administrator – Noved

SEPTEMBER 2019 – JULY 2021

At Noved I worked on the Tesco account for their electric vehicle rollout.

Responsibilities included:

- Administrative tasks, invoicing, and project support.

### Paralegal – Toller Beattie LLP

FEBRUARY 2016 – SEPTEMBER 2019

At Toller Beattie I assisted in the commercial conveyancing department.

Responsibilities included:

- Preparing legal documentation
- Administrative duties for the President of the Devon and Somerset Law Society.

## **Education**

**Foundation Degree Computing - Plymouth University**

2018 – 2021

**Computer Technologies - Mainstream Training**

2013

**NVQ - Business and Admin**

2006 – 2007

**CLAiT Computer Course, L2 English & Maths- Learndirect**

2005 - 2006

**GCSEs - Great Torrington School**

1999

## **Hobbies & Interests**

In my spare time, I enjoy wildlife photography, long walks, and surfing. I also like reading and staying updated on the latest trends in technology.

## **References**

Available on request



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### Skills

- IT
- Customer Service
- Administration
- Microsoft Office
- Project Management

### Profile

Organised and detail-oriented administrative professional with experience handling office tasks and keeping things running smoothly. Good at problem-solving, using new technology, and working in fast-paced environments. A team player who is eager to learn and grow in an administrative role.

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- Update websites using Webflow.
- Update the proposal documentation.

#### Emergency Call Handler (part-time) - Appello

FEBRUARY 2023 – DECEMBER 2024

I worked in the OOH call handling department, dealing with emergency calls from various Councils and Housing associations. My duties included:

- Handling emergency calls for repairs, social services etc.
- Logging all calls
- Scheduling contractors

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