

Profile

I am an enthusiastic person with extensive experience in computing, I have just finished university where I have studied web development, programming, networking and many more. I am looking to pursue a career in web design and development, and I have knowledge in HTML, CSS, JavaScript, PHP, PHP MyAdmin & Bootstrap. I would very much like to build on these skills and gain more to help me succeed in my chosen career path.

Key Skill

- Web design & development
- IT
- Management/Team leader
- Good administration
- Able to achieve targets
- Ability to learn new things
- Very hard worker
- Excellent customer service

IT related Experience

I have worked on several web development projects using a range of skills. The most recent projects I have worked on are Geminae which is an online jewellery shop, Berridon Fresh which is a farm shop that wanted a website to showcase what they have to offer and for my final university assignments I created a web-based database. Further information and links can be found on my portfolio website www.carlasweb.co.uk.

Employment History

Project Administrator - Noved - September 2020 – Present

Noved is a project management company, I am currently working on the Tesco account for the electrical vehicle rollout. My role includes various administrative tasks and invoicing.

Guest relations and aftercare executive - Juliots Well Holiday park - July 2018 – September 2020

At Juliots Well Holiday Park my role included reception work and various administrative tasks, I manage the aftercare for new lodges and booking in engineers, organising the new developments and I also arranged maintenance and housekeeping jobs.

Reservations consultant - Travel Chapter Ltd - Feb 2017 - July 2018

Within Travel Chapter I work in the holiday cottages reservations department helping run a very busy office. My duties include dealing with phone calls, emails, arranging bookings, long let invoicing and general admin duties.

Paralegal - Toller Beattie LLP - Feb 2016 to Feb 2017

At Toller Beattie I was a paralegal, I assist in the commercial conveyancing department and I was secretary to the President of the Devon and Somerset Law Society.

Fertiliser Trader - Mole Valley Forage Services - Feb 2011 to Feb 2016

Mole Valley Forage was a sister company of Mole Valley Farmers that specialise in forage products such as minerals, fertilisers, and bedding treatments.

At Mole Valley Forage I started my role assisting clients with animal health, I would advise customers on mineral deficiencies and livestock health issues, I then moved onto a fertiliser trading role. In this role I looked after Devon and Cornwall and supplied fertiliser to our customers, I liaised with suppliers. I had a team of representatives out on the road that I supported, and I also dealt with administrative duties, customer service and supervised newer members of the team.

Telesales Manager - Absolute debt recovery - Jan 2009 to 2011

Absolute Debt Recovery is the leading debt recovery agency in the South West, on average gaining results of 80% in the recovery of debts.

I was the telesales manager of a team of 5 and my duties are to call businesses that might have debt recovery issues and arrange meetings with our representatives and support the sales team giving them areas to work in and help with any problems they may have and general admin work.

Various Roles - The Soap Kitchen - 2006 to 2009

At The Soap Kitchen, I had a lot of job roles as the company was quite small when I started and grew quite quickly, some of my duties were admin and office work, such as downloading orders, dealing with phone calls and emails from customers and suppliers, stock control, filling and archiving customers' orders and personal info and various other paperwork. Out of the office, I did such things as making and designing the handmade soaps and various other toiletries I have also done the processing of orders and sometimes general warehouse work, I also supervised and trained new members of staff.

Education History

2018 – 2021 Plymouth University

- Foundation Degree in Computing

2013 Mainstream Computer Training Services

- Computer Technologies

2012 – 2013 Babcock NVQ Level 2

- Contact centre Level 2 including Maths and English

2006 – 2007 NVQ2

- Business and admin

2005 to 2006 Learndirect

- New CLAIT computer course
- Adult Maths Level 2
- Adult Literacy Level 2

1999 to 2004 Great Torrington School

G.C.S.E

- English D
- Maths C
- Science DD

Hobbies & Interests

In my spare time I enjoy wildlife photography and long walks, I like water sports and I enjoy surfing, when I am not out and about I like to read.

References

Available on request.