Claire Potter

Ashford, Kent, United Kingdom * 07515659564 * clairepotter019@gmail.com

* Linked In: Claire Potter * Online Resume: Claire Potter

CAREER OBJECTIVE

Junior Full Stack Developer looking for the right company to contribute to and grow alongside. Preferred development language: **Python.** 13 years previous work experience within the Human Resources environment specialising in HR Systems.

EXPERIENCE

CODE INSTITUTE, Dublin, Ireland (online)
Student: Full Stack Development Diploma, 01 Apr 2021 – 31 Mar 2022
- Currently completing my diploma with Code Institute in Full Stack Development
- Front-End Languages: HTML/HTML5, CSS/CSS3, JavaScript
- Back-End Languages: Python
- Frameworks: Django, Flask, Bootstrap
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- **Completed Projects:**
  - *Please follow the link to my online Resume above to view completed projects.*
  - Front-End static project developed in **HTML** and **CSS:** Passed with **Distinction**
  - Front-End interactive project developed in **HTML, CSS** and **JavaScript:** Passed with **Distinction**
  - Back-End project developed in **Python**: Passed with **Distinction**
- **Current Project due December 2021:**
  - Full stack project developed in Django/Python, HTML/CSS utilising Bootstrap and JavaScript.
  - Database used for development - sqlite3 database. A PostgreSQL database through Heroku will be used once the site is deployed.
- **Final Project due March 2022 (Not Started):**
  - Full Stack E-Commerce Application.

MY LIFE KENT Ashford, Kent
Care Assistant, 01 June 2020 – 26 October 2020
- I worked as a contract Care Assistant for five months after arriving in the United Kingdom.
- I felt it was important to give back to the community by performing a duty which was much needed, particularly due to the Covid-19 environment.
- I took some time to really unpack how I wanted to go forward with my career.

NEDBANK, Johannesburg, Gauteng
Product Manager: HCM Specialist: Employee Services, Oct 2015 – 02 April 2020 (remote worker from 15 December 2019 onwards)
- Deliver superior client service by providing system admin support and expertise to the Business on the SAP HCM On-Premise System and the Success Factors System.
- Optimise business value through system enhancement as the liaison between Business and IT.
- Innovate, ideate and problem solve to resolve business needs whilst maintaining system integrity.
- Effectively manage projects to ensure delivery whilst adhering to business policies and processes.
- Deliver an improved client experience by working collaboratively and inclusively.
- Able to learn new skills and technology quicker than others and implement changes.
- Worked within a Software environment, utilising UX Design, the Design Thinking Process and the Agile Framework.

HR Consultant and System Specialist, Jan 2011 - Oct 2015
- Effectively supported the Rest of Africa businesses through HR system management, HR system support and HR policy and practice support.
- Successfully implemented an HR and Payroll system across 6 subsidiaries across the African continent.

Personal Assistant and HR Administrator, Mar 2009 - Dec 2010
- Ensured alignment across Nedbank Africa businesses to South African HR process and practice through effective HR administration and guidance.
- Supported the HR Executive to provide an end-to-end HR function to the Rest of Africa Subsidiaries.

Floor Manager, Jun 2008 - Feb 2009
- Delivered an improved client experience through effective support and service within the Retail Bank Branch environment.

HR Administrator, Mar 2007 - Feb 2008
- Effectively supported the HR Function within an IT Project Management environment.

EDUCATION

CODE INSTITUTE
Dublin, Remote - https://codeinstitute.net/
Diploma: Full Stack Development (Mar 2022)

UNIVERSITY OF SOUTH AFRICA
Pretoria, Gauteng
Bachelor of Commerce Human Resources Management (Dec 2009)

TECHNICAL SKILLS

- HTML/HTML 5
- CSS/CSS3
- JavaScript
- Django/Python
- SQL

ADDITIONAL SKILLS

- HTML/HTML 5
- User Design
- Design Thinking Process
- Agile Framework
- GitPod and GitHub repository and version control system
- SAP HCM System Administration
- Success Factors System Administration
- Understanding of Systems Integration
- HR MIS
- Business Analysis
- Problem Solving Skills
- Proficient Communication Skills - English Language
- Microsoft Office

REFERENCES

MyLife Living Assistance Kent
01227 937780 – canterbury@mylifehomecare.co.uk

NICOLE CLARK, Head: Employee Services Operations, Nedbank
+27828579999 - nicolec@nedbank.co.za – Manager

I highly recommend Claire Potter as a candidate for employment. Claire was responsible for Human Resources Systems and process support for SAP and SuccessFactors including Recruitment, Onboarding, JAM, Personnel Administration, Organisational Management, including Job Architecture, ESS, EFM and Workflow. Claire performed all functions relating to process support, innovation of system and experience, testing, reporting and communications. Claire has excellent communication skills. In addition, she is organised, reliable and action orientated. Claire can work independently and is able to follow through to ensure that the job gets done. Claire can matrix manage deliverables as well as team delivery. She is flexible and willing to work on any project that is assigned to her. Claire is always eager to volunteer to assist in other areas of company operations. Claire would be a tremendous asset for your company and has my highest recommendation. If you have any further questions regarding her background or qualifications, please do not hesitate to contact me.