

Dawn Calder-Murphy

07463 071918 • dawn.cm@outlook.com • Stourbridge, West Midlands
www.linkedin.com/in/dawn-caldermurphy

Personal statement

Having always preferred the creative aspects of my previous roles, I have completed various graphic design, web design, and web development courses online over the past 2 years. I would like to join a company that offers exposure to a range of projects where I can use and develop my new skills. A company with a focus on people or the environment would be ideal, but is by no means essential.

What I currently lack in development or design experience, I make up for with 18 years of varied industry experience. This enables me to more easily relate to clients' processes and needs, which can then be translated into solutions.

Key Skills

- Long-term interest in web development, graphic design and admin functionality, combined with current formal training: HTML, CSS, Bootstrap, JavaScript & Python.
- Excellent verbal, written and telephonic communication skills.
- Highly adaptable in dealing with operational changes, as demonstrated by my varied industry experience.
- Passionate about giving my all and improving my skill set.

Education

References and Certificates are available upon request

Code Institute

codeinstitute.net

Full Stack Web Development – current (2017)

Code School

codeschool.com

HTML / CSS Path – current (2018)

JavaScript Path – current (2018)

Shaping Up with AngularJS lesson – (2018)

Shaw Academy

shawacademy.com

Smartphone Photography

October 2016

Foundation in Web Design

September 2016

English for Business

August 2016

Advanced Graphic Design

July 2016

Foundation in Web Development

May 2016

Foundation in Graphic Design

April 2016

Foundation in Mobile App Development

April 2016

GoSkills

goskills.com

Trello

December 2017

Adobe Illustrator – Basic

October 2017

Project Management Basics

August 2016

Writing Effective Business Communications

March 2016

Microsoft Outlook

February 2016

Microsoft Excel Basic & Advanced

January 2016

Microsoft Word Advanced

January 2016

Microsoft Word Basic

January 2016

Languages:

Duolingo

duolingo.com

Currently learning: Welsh, Dutch

Sussex Partnership NHS Foundation Trust

Care related courses, since expired due to the high standards required by the care industry.

Kimberley Girls High School

kimberleygirlshigh.org.za

Matriculated 1998 with University Exemption (A-level Equivalent)

Employment History

Administrative Assistant, Allegis Group, Birmingham UK

March 2017 – August 2017 (3-month fixed term contract, extended once)

allegisgroup.com

Responsibilities:

- Bespoke MS Excel reporting
- Auditing of on-boarding documents and forms
- General admin tasks as required by the Customer Support teams in various regional offices

Office Administrator, Dave Pohl & Associates, South Africa

January 2014 – December 2015

davepohl.co.za

Responsibilities:

- Liaising with the various financial houses & clients as relevant to new products, amendments & claims.
- Creating or converting forms from paper based to PDF or web based.
- Design of shop signage, banners, and flyers / brochures for networking events.

Sales Assistant (Maternity Cover Temp), Bargain Books, South Africa

July 2013 – December 2013

bargainbooks.co.za

Responsibilities:

- Assist customers to find books or gifts, then process cash or credit card sales on POS system.
- Place custom orders via the shop software & supplier websites.
- Assist with daily cash-ups and banking.

Bio Sculpture Technician (Merit Exam), Self-employed, South Africa

March 2012 - November 2012, January 2016 – December 2016

biosculpture.co.za

Customer Accounts Advisor, Hastings Direct, Bexhill-on-Sea, East Sussex

April 2011 – December 2011

hastingsdirect.com

Responsibilities:

- Admin and payment duties relating to insurance policy premiums.
- Working through custom exception reports to ascertain any problems on policies, and implementing fixes, or submitting solutions for approval by the relevant department.
- Compliant with the Data Protection Act.

Bank Support Worker:

Quality Reliable Care, Eastbourne, East Sussex (January 2011 – April 2011)

qualityreliablecare.co.uk

Sussex Partnership NHS Foundation Trust, East Sussex (May 2010 – April 2011)

sussexpartnership.nhs.uk

Responsibilities:

- Provided various levels of support to adults with learning disabilities and challenging behaviours.

From February 1999 to January 2010 I held several temporary and permanent positions, including:

• Temp Customer Accounts Advisor	Hastings Direct, UK	hastingsdirect.com
• Accounts Receivable Clerk	Legend Lodges Hotels & Resorts, SA	legendhospitality.co.za
• Working holiday	Dugong Beach Lodge, Mozambique	dugong-beach-lodge
• Front Office Assistant	Entabeni Safari Conservancy, SA	entabeni-safari-conservancy
• Rooms Division Manager		
• Accounts Payable Clerk (Temp)	Famous Brands Ltd, SA	famousbrands.co.za
• Accounts Payable Clerk (Temp)	Automobile Association of South Africa	aa.co.za
• Accounts Payable Clerk	Protea Hotel Knysna Quays, SA	proteaquays.co.za
• Office Manager	GBouwer Transport, SA	
• Client Services & Operational Support	Personalised Systems & Services, SA	smartcollect.co.za
• Receptionist		
• Personal Assistant	The Kingdom Cultural Resort, SA	
• Sales & Production	Creative Metal Images, SA	creativemetalimages.co.za