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## **PROFILE**

A hardworking individual who is not afraid of new challenges. Using my organisation skills and determination I seek to meet targets and complete work to a high standard. With a bubbly and warm personality, I am popular with colleagues and am looking to pursue a career in software development.

## **SKILLS**

- Leadership: For the Silver Arts Award I learnt a new craft and taught others.
- Teamwork: Participating in a carnival enterprise project where I worked in a team to organise a carnival from scratch.
- Customer Service: In frequent communication with customers at the retail store NEXT; answering enquires and ensuring their needs are met.
- Fleunt in Arabic
- Organisation: I have prepared an exhibition space; this included moving and painting walls on time for the project.

## **EDUCATION**

### **Code Institute**

Diploma in Software Development

Skills Obtained:

- |        |              |          |
|--------|--------------|----------|
| • HTML | • JavaScript | • SQL    |
| • CSS  | • Python     | • Django |

**December 2019 – Present**

### **City Gateway, South Quay**

Professional services course

Course content;

- How to communicate in a business environment
- Solving business problems
- Money management
- Leadership and team building skills
- Time management: managing workload

**June 2015 – July 2015**

### **City of Westminster, London**

BTEC Extended Diploma Art and Design Level 3 - Pass

**September 2013 - June 2015**

### **London Metropolitan University, London**

Summer Architecture Project

- This was a creative introduction short course to architecture which involved team activities and independent work.
- I gained an understanding of University life and what modules would be covered in an Architecture degree.

**21<sup>st</sup> – 25<sup>th</sup> July 2014**

### **Brady Centre, Whitechapel, London**

Silver Arts Award

This included:

- |                                     |  |
|-------------------------------------|--|
| • Learning to knit and teach others | • Selling bags to the public             |
| • Organising an exhibition space    | • Meeting deadlines to complete projects |

**4 - 30 August 2014**

### **Capital City Academy, London**

7 GSCE A\* to C and BTEC Business Level 2 - Distinction Star

**September 2008 - June 2013**

## **WORK**

### **Sustainability Assistant ISG PLC**

**7<sup>th</sup> December 2015 - Present**

Duties Include:

- Dealing with data and making reports
- Use Excel and VBA to make documents
- Set up projects and make sure they are doing their duty of care for sustainability

### **PwC work Shadowing, Hays Galleria**

**13 – 14<sup>th</sup> July 2015**

Duties Include:

- Speaking to each department on the FOCUS team
- Learning the roles and responsibility's of everyone on FOCUS team
- Learning how they deal with problems that may occur, for example; if money was sent from an unknown source, finding out where it's from and what it's for.

### **Next Retail**

**10 July 2015 – 25<sup>th</sup> July**

Duties include

- Stockroom checks
- Merchandising products on the shop floor
- Recovery: making sure the store is tidy and presentable for customers
- Dealing with customers enquiries

### **Work Experience G.A Architects, Ladbroke Grove**

**9-12 July 2012**

Duties include:

- Using Photoshop to edit images
- Using AutoCad to design buildings
- Answering phones
- Logo Design

## **VOLUNTEERING**

### **City of London Mile Volunteer, St Paul's**

**14<sup>th</sup> June 2015**

Duties include:

- Escorting people to the start line
- Keeping the street clean

### **Flash mob volunteer, Leicester Square**

**26<sup>th</sup> June 2015**

Duties include:

- Getting locals to join in
- Spreading the word about recycling

### **Summer Streets, Regent's Street**

**12<sup>th</sup> July 2015**

Duties included

- Handing out leaflets
- Dealing with public enquiries