

DEBORA PERALTA

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PROFESSIONAL SUMMARY

I am an enthusiastic Person, hardworking and qualified with great adaptability to any enterprise's environment looking for a new challenge in my career as Software Developer. Able to work efficiently, I always pay attention to detail, thorough in completing work tasks.

CORE QUALIFICATIONS

- Design - Knowledge of design techniques, tools, and principals involved in production of precision technical plans, blueprints, drawings, and models.
- Building and Construction - Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Knowledge of Microsoft as Excel, word and power point.
- Team player, I am able to follow instructions, work proactively and accept responsibility.
- Ability to work to deadlines and manage time with multiple tasks.
- Self-motivated with a positive attitude.

EXPERIENCE

Office Assistant,

Wards Welding and fabrications, Milton Keynes

Sep 2018-Mar 2019.

- Answer a six-line phone system and direct calls as required.
- Read, answer and send emails in a polite and smooth way and in the short time possible.
- Maintain paperwork filled properly and up to date.
- Maintain office supply inventory.
- Greet clients and suppliers upon arrival and direct them to the appropriate director.
- Schedule deliveries and make sure it arrives on time to the clients.

Sales representative,

Zenith, Bedford

Apr 2018- Jun 2018

- “Getting the sale” using various customer sales methods.
- Forecasting sales, developing “out of the box” sales strategies/models and evaluating their effectiveness.
- Evaluating customer skills, needs and building productive long lasting relationships.
- Attend sales meetings, sales events and trainings to keep abreast of the latest developments.

- Maintain and expand client database within your assigned territory.

Junior M&E engineer

Mpec, Milton Keynes

Dec 2017- Apr 2018

- Mechanical and electrical design
- AUTOCAD DRAWINGS
- Producing MEP schedules for the director
- Assist with specifications.

Receptionist at Vinoteca,

Bloomberg arcade, London

Jul 2017- Dec 2017

- Receiving visitors at the front desk by greeting, and welcoming directing them appropriately.
- Answering, screening and forwarding incoming phone calls.
- Receiving and sorting daily mail.
- Direct customers to the appropriate and booked table.
- Ensure reception area is tidy and presentable, with all necessary stationery and material.
- Provide basic and accurate information in-person via phone/email.
- Receive, sort and distribute daily mail/deliveries.
- Update calendar and schedule the booking plan.

Sales administrator.

Verisure, Great west rd, London

Jun 2017-Jul 2017

- Processing High volume of product orders.
- Processing invoices for all sales transactions.
- Checking prices and contracts are up to date.
- Reporting monthly sales results to the sales team.
- Supporting the sales force with general operations to help reach the team's objectives.
- Taking phone calls from customers.
- Communicating internally important feedback from customers.
- Dealing with and responding high volumes of emails.
- Responsible of sales appointments from the sales team.

Receptionist at Bacco

Red Lion St., London

Mar 2017-Jun 2017

- Receiving visitors at the front desk by greeting and welcoming them appropriately.
- Answering, screening and forwarding incoming phone calls.
- Direct customers to the appropriate and booked table.

- Ensure reception area is tidy and presentable, with all necessary stationery and material.
- Provide basic and accurate information in-person via phone/email.
- Update calendar and schedule the booking plan.

Waiting staff, Banana Tree

St John St., London

Jun. 2016- Mar. 2017

- Serving food and drinks.
- Dealing with bill payments.

Customer Service, Pret a Manger

Whitecross St, London

Jan. 2015- Mar. 2016

- Cashier, good customer service, barista and sandwiches preparation

Drafts woman/ CAD Designer

Javier Jambrina Architectural Studio Zamora, Spain

Mar. 2014 - Oct. 2014

Responsible for producing 2D/3D drawings using AutoCAD systems, working as part of an established team and reporting directly to the Project Manager.

- Generating new drawings or improving existing drawings for multiple housing projects.
- Computerised drafter with knowledge of traditional pen-and-paper drafting techniques
- Drawing up outlines for buildings
- Create plans for circuitry and equipment
- Working closely with customers and engineers

EDUCATION

- 2019 – Current Java Software Developer, Virtual Pair Programmers, Online Course. London.
- 2012 – 2014 Draftsman / CAD Technician in building projects, Integrated study centre, Laboral University, Zamora, Spain
- English for Construction Course, Global London College, London (UK) - 2016
Programme: Building Regulations, RIBA Stages & Procurement, Tendering Process, Quantity Surveying Services, Cost Management, Bill of Materials SMM7/NRM Rules, JCT & NEC Contracts Management, BIM and Asbestos Awareness.