Johann Didier Munoz Olaya

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Portfolio | **GitHub** | **LinkedIn**

Personal Profile

Completed a UK Diploma in Public Service Interpreting at h&f Adult Learning and Skills Service in London. Learnt translation and interpreting (Law Path), from English to Spanish and vice versa.

Recently finished a Digital Skills Bootcamp at JustIT Training learning the fundamentals of software languages (HTML5, CSS3 JavaScript and Python) as well as database management system MySQL and CSS framework Bootstrap. Created a portfolio with personal projects that allow me to put in practice the knowledge acquired during the course.

Seeking to start my journey as a Junior Developer, gain more skills and experience, embrace new technologies and continuously learn and explore new programming languages. Looking forward to applying my analytical and problem-solving skills when presented with challenging problems, as well as collaborating with driven and talented individuals from diverse backgrounds who share a passion for coding.

Education and IT Training

May 2023 /Present	**Just IT Training Ltd, London** **Digital Skills Bootcamp: Software Development** A twelve-week intensive bootcamp covering the fundamentals of Web and Software development.
Oct 2014/Jun 2015	**h&f Adult Learning and Skills Service, London,** **UK Diploma in Public Service Interpreting** Preparation course for the DPSI (1 academic year)
Jan 2000/Oct 2004	**Universidad Sur Colombiana, Neiva, Colombia** **BA Modern Languages Education** GPA 3.9 (Equivalent to 2:1)
Jan 1992/Dec 1997	**Santa Librada National School, Neiva, Colombia** **Science and Mathematics** (Equivalent to GCSE Maths and Double Award Science at grades B)

Tech Skills

Software Development Skills:
• HTML
• CSS (Bootstrap)
• JavaScript
• MySQL (SQLite)
• Python

Projects:

• To Do List website: A web app that allows you to input tasks and manipulate them.
   Tech: HTML5 | CSS3 | JavaScript.
• Countdown Timer: A web app that shows the days, minutes and seconds left until the end of 2024.

Tech: HTML5 | CSS3 | JavaScript.

• Book Catalogue: CRUD app allows users to manipulate a book database.
    Tech: HTML | SQLite3 | Python.

Other Skills

• Problem solving and debugging skills.
• Strong attention to detail and ability to work in a team.
• Fluent in English and Spanish.

Employment History

Oct 2018/Apr 2023   Docucentre Assistant
Boodle Hatfield, Capsticks and Gowling WLG
Intelligent office (Williams Lee), London, UK

• As the Docucentre being the main operation room, I was responsible to face and assist PAs and lawyers with production of legal bundles and documents, both digitally and physically, making sure that every request is handle in a timely manner.
• Responsible to communicate verbally and via e-mails with fee earners and associates to log, allocate and prioritize incoming requests.
• Negotiate with clients when extensive computer and data related tasks took longer than expected keeping them inform at every stage of the progress of their request.
• Open, sort, and deliver mail as well as arranging couriers and carrying out hand deliveries keeping track of every item as sometimes an urgent piece of post would not arrive on time to its destination, so a backup plan was always in place.

Sep 2015/Sep 2018   Freelance Interpreter
Capita, Pearl Linguistic and various locations in Greater London, UK

• Providing freelance interpreting services to a wide range of clients including local government bodies: NHS, Police.

Jan – Aug 2015   Volunteer Interpreter and Translator
IWGB, University of London Union Branch, UK

• Attend grievances and hearings as interpreter.
• Interpret between case workers and members.
• Translate witness statements and legal documents
• Carry out administrative tasks.

May2007/Oct 2015   Freelance Spanish Tutor
Various locations in Greater London, UK

Providing tutorial services on a one-n-one basis for a wide range of clients including:

• Conversational Spanish to children.
• GCSE and A-Level Spanish students in beginner and intermediate Spanish assignments.
• Bespoke tuition to adult learners at all levels.

Jan 2005/Jan 2007   Gimnasio Moderno (The Educative Institute)
Neiva, Huila ,Colombia

• Working for the English Department I assumed a full-time work-load for all 200 students:
• Designing and teaching English classes to groups of over 20 children aged 5-18 years.
• Carrying out general administration tasks as required.
• Outlining student disciplinary procedures on regional and national regulations.

- Maintaining appropriate student assessments and feedback as required.
- Attending external and internal training courses to keep up to date with education standards.
- Working across departments to share best practice in English literacy.

Interests

Hobbies:
- Reading books in their original language when these are in English and Spanish. Otherwise, books translated into English.
- Working out. Currently attending forty-five-minute classes of functional training.
- Traveling around the world and making friends with people from other cultures and lifestyles.

References available upon request