

Elliot Meltzer
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PERSONAL STATEMENT

I am a young professional who is currently seeking new employment or an apprenticeship. I have a positive and professional attitude to any task I undertake. I have undertaken some work experience in coding and cybersecurity to gain new skills. I take a lot of pride in my work and I am an excellent timekeeper. I believe I would be an excellent team member within your organisation. I would like to find employment where my current skills can be utilised, and new ones developed. I am willing to undergo further training if required to benefit my employer. I would welcome the opportunity to discuss my skills and experience further within an interview situation.

SKILLS AND ACHIEVEMENTS

- I gained knowledge in team building, communication and life skills with NCS
- Since attending Bury College I have gained the knowledge of how to make my data accurate by creating a Database which I made with Microsoft Access
- I have increased my knowledge on what tools to use for Graphic Design
- I have learnt to code in Python, HTML and CSS
- I have created a website with Wix
- I have created a game with Scratch

EDUCATION AND QUALIFICATIONS

Bury College 2018 - 2021

Qualifications Gained:

- OCR Level 3 Cambridge Technical Extended Diploma in IT (Digital Technician) - Distinction Distinction Distinction
- OCR Level 3 Cambridge Technical Foundation Diploma in IT (IT Infrastructure Technician) - Distinction Merit
- OCR Level 2 Cambridge Technical Diploma in IT - Distinction*
- English Language – Grade 4

Parrenthorn High School 2013 - 2018

Qualifications Gained:

- Maths – Grade 7
- ICT – Distinction Level 1
- Combined Science – Grade 5-5
- Certificate of Personal Effectiveness - Pass

ADDITIONAL QUALIFICATIONS

Back 2 Work 2022

- Level 3 Principles of Digital Marketing and Research
- Level 2 Award in Digital and IT Skills
- Level 2 Award in Website Design and Development
- Level 1 Certificate in Skills for Creative Industries

Code Nation 2021

- Certificate in IT User Skills (Open Systems and Enterprise) (ITQ) Level 2 - Full Certificate – Pass
- Certificate in Cyber Security and Digital Forensics - TLM Level 2 – Merit

WORK EXPERIENCE

Back 2 Work - Student - Aug 2022 - Sep 2022

I learnt:

- To use Scratch and created my own game
- To use Wix and with my team created a website
- About marketing strategies and how best to advertise to different groups
- More about SEO and how to go about improving a website's ranking
- About the creative industry

Code Nation – Junior Developer - Oct 2021 - Nov 2021

I learnt:

- How to code using Python, HTML and CSS and using these languages I was able to create a game and a website
- How to manage a project when I was the manager of my group
- To test for bugs and how to fix the code
- To create my own website using HTML and CSS
- About cyber security and how to protect systems
- With the help of the online lessons as well as the tryhackme tasks about testing a system and protecting networks from attacks

Seek Social Ltd – Web Developer - Dec 2019 - Jan 2020

I learnt:

- Web design and the importance of a good SEO
- To fix and add links to websites
- Different ways of advertising as I was placed in charge of their twitter account to post comments and replies

Network Rail IT Department – Work Shadowing - Oct 2018

I learnt:

- Correct policy, procedures and good customer service
- How to fix IT issues
- How to add and edit tickets

Tri-Heart Interactive Company – Work Shadowing - Jul 2018

- I learnt time management and how video games are made from the code to the design of the characters.

INTERESTS

I enjoy hiking with friends, playing chess and puzzle games.

REFERENCES

Available upon request.