Matthew Walford

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Coding Portfolio: https://esper06.github.io/Portfolio/

Personal Profile

I am a professional individual with the ability and desire to produce high quality work with precise attention to detail. I am organised and methodical in my approach to work with a flexible attitude to my roles and various responsibilities. I consider myself to be an effective team member and successful in building and maintaining strong working relationships, whilst also possessing the ability to work independently and pursue my own initiative. I am highly adaptable and you will find me to be a positive, responsible and trustworthy person with a caring and friendly disposition. I thrive on new challenges and I am always looking for ways to further develop myself.

I am currently looking to further develop my skills with new challenges, wherever they might occur.

Key -Skills.

- Confident to work alone and unsupervised
- Good team member, supporting and working well with others
- Awareness of health and safety at work
- Excellent practical skills
- Quick to learn and highly adaptable
- Customer Service & Administration
- Time management
- Computers and Electronics
- Telecommunications & System Analysis
- Willing and eager to learn new skills

Employment History

Jan 2014 – Jan 2019 Complimenting Care Training Services (CCTS), **Administration Assistant**

- Used computers for various applications, such as database management or word processing
- Utilized, managed and maintained industry related software (CM2000 and Ulysses)

- Answer telephones and provide callers with information, take messages or transfer calls to the appropriate individuals
- Collect and deposit money into accounts, disburse funds for cash accounts to pay bills or invoices , keep records of collections and disbursements
- Create, maintain and enter information into database
- Set up and manage paper and electronic filing systems, recording information, updating paperwork and maintaining documents
- Operate office equipment such as printers, copiers or phone systems, and arrange for repairs when equipment malfunctions
- Greet visitors or callers and handle their enquiries as well as direct them to the appropriate people according to their requirements

Education / Training

- GCSE's in English and Maths – 2014
- BTEC in Business Studies - 2015
- BTEC in Travel and Tourism - 2016

Technical Skills

- HTML5
- CSS
- Javascript
- Git
- Node

References available on request