

## CURRICULUM VITAE

A Junior Full-Stack Developer, recently graduated from the IT Career Switch software development course. I have extensive experience in Database Management and Application Development. I hold an MSc. in Computer Science, and I am a certified Python Developer (PCAP), with basic Computer Networking skills and knowledge of Linux System Administration. I am a hardworking and proactive person with excellent problem-solving skills and a drive to succeed. I aim to be a valuable addition to any development team I become a part of.

### PERSONAL DETAILS

**NAME:** Fatimah Sahid

**RESIDES:** Coventry

**TRANSPORT:** Public Transport

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(W) <https://fatisahid.site/myPortfolio/>  
(GH) <https://github.com/FFZahra/fatiSahid/> (please email to request access)  
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### CODING TRAINEESHIP

#### **IT Career Switch Ltd**

Coding Traineeship – Full stack developer 1-year program

During the traineeship I had to demonstrate a very competent level of the following programming languages and technical skills

- HTML5, CSS3, JavaScript, Bootstrap 5, jQuery
- PHP, SQL, Remote API access
- Java, Python, C#, Node.js
- Command Line Git, GitHub

I have recently passed my **Microsoft 98-383: Introduction to Programming Using HTML and CSS**. More information on this certification can be found at: <https://docs.microsoft.com/en-us/learn/certifications/exams/98-383>

**OTHER TECHNOLOGIES/METHODOLOGIES:** AJAX, MVC, Agile Project Methodology, Linux, Wireframes

### **DEVELOPMENT EXPERIENCE:**

The Full Stack Developer Traineeship included completing 2 real-world projects successfully to specification using a wide range of programming languages. Below are briefs of the two development projects, which can be found in my portfolio website: <https://fatisahid.site/myPortfolio>

#### **Portfolio Project #1: “Gazetter”**

The specification was for a map-based application to provide information on countries – with a focus on a “mobile-first” development, preferably using a framework, and then HTML, CSS and JavaScript with JQuery modules that use AJAX calls, via PHP server-based components, to source data from third-party APIs (Geonames, OpenWeather). The solution was assessed on its delivery to specification, functionality, and usability.

#### **Portfolio Project #2: “Company Directory”**

A more rigorous task. A visual plan of the structure for the application was required prior to any development. This was also developed as a ‘mobile first’ application. The application is used to maintain the company MySQL personnel database with CRUD modules. Final sign-off is only granted after a trainee supplies an independent user’s testified report on the application, providing confirmation of the system’s ability to perform error-free.

## **CAREER HISTORY:**

**Aug 2022 – Present**

**POSITION HELD:**

**National Grid**

**Cyber Technical Assistant**

- Supported the Cyber Optel Manager with administration of Cyber operations
- Supported the Cyber Portfolio Leads with financial administration tasks
- Requisitioned and receipted purchase orders
- Booked deliveries, site surveys, coordination meetings and installation works
- Attended planning, coordination, and financial review meetings
- Developed a procedure for the team, to simplify the process of managing Purchase Orders and recording financial transactions, to facilitate ready access to financial data and both timely and accurate financial reporting

**Oct 2019 – Feb 2021**

**POSITION HELD:**

**Hamitaf Ltd**

**Virtual Data Administrator**

- Offered freelance online data administrative services
- Data analysis with Excel
- Collated business performance data from various sources
- Data processing and report generation
- Spreadsheet creation and maintenance of databases
- General administration (data entry, word processing, email inbox management)
- Completed Project Management and Advanced Excel courses in this period

**Apr 2016 – Aug 2018**

**POSITION HELD:**

**Rethink Mental Illness**

**Administrator**

- Compiled and collated statistical data on the Service's activities, performed analysis on the data, updated relevant databases and generated monthly and annual reports
- Supported the Service Manager, Head of Service, and a team of Advisers with administrative and financial management tasks
- Initiated and responded to client communication. Ensured a high quality and prompt response to all enquiries
- Trained new team members on how to use certain systems in the Service
- Revamped the Information Reviewers Excel database, and the method of storing information in it, reducing the time taken for selection of information reviewers from the database, by about 75%

**May 1998 – Sep 2014**

**POSITION HELD:**

**University of Lagos**

**Assistant Chief Systems Analyst**

- Developed in-house database management software
- Created and maintained databases, ensuring the integrity of their content
- Managed a data processing department: digitally processed semester examinations, staff training tests and some entrance examination results. Ensured jobs were processed accurately and within timescales. Utilised high level of attention to detail

- Supervised daily operations and handled the finances. Purchased all office supplies and maintained all office resources, liaised with suppliers and maintenance personnel, both external and internal
- Managed team of data processing staff. Catered for their welfare and progression
- Provided administrative and IT support to other teams and colleagues at different levels. Liaised with staff in other departments across the University
- Simplified administrative processes with software solutions, creating ease of work and reduced task-completion times by up to 50%

#### **VOLUNTEER WORK:**

**Sep 2014 – Oct 2015**  
**POSITION HELD:**

**DWP/EFA Foundation/Green Lane Community Centre**  
**Administration/Customer Service**

#### **OTHER WORK EXPERIENCE**

**Oct 2019 – Dec 2019**  
**Jul 1992 – Nov 1997**  
**Jan 1989 – Jul 1992**  
**Aug 1987 – Aug 1988**

**Customer Service Officer**  
**Senior Programmer/Part-time Lecturer/Mathematics Tutor**  
**Lecturer III (Mathematics)**  
**Youth Corp member**

#### **EDUCATION & TRAINING:**

<b>2021</b>	<b>The Linux Professional Institute with CISCO Network Academy</b> Certified in Linux Essentials
<b>2021</b>	<b>The Python Institute with CISCO Network Academy</b> Certified Associate Python Programmer
<b>2021</b>	<b>Insight Edge</b> Excel for Data Analysis
<b>2020</b>	<b>Corporate Finance Institute</b> Excel Crash Course Certificate
<b>2019</b>	<b>365 Careers</b> Beginner Project Management Certificate
<b>2018 – 2019</b>	<b>Birmingham City University</b> Postgraduate Certificate in Educational Studies
<b>2018</b>	<b>Rethink Mental Illness L&amp;D Service</b> Customer Service Essentials
<b>2015</b>	<b>Learndirect</b> ECDL IT Skills & Improving Productivity Level 2
<b>2009 – 2010</b>	<b>National Institute for Information Technology</b> Certified Enterprise Application Developer & Solutions Architect on Sun Java
<b>1993 – 1995</b>	<b>Abubakar Tafawa Balewa University</b> MSc Computer Science

**1983 – 1987**

**Ahmadu Bello University**

BSc Maths with Computer Science

**1982 – 1983**

**IJMB**

Three A-Levels

**1977 – 1982**

**GCE/GCSE**

Eight O-Levels

**HOBBIES & EXTRACURRICULAR ACTIVITIES**

Reading, Analytical Puzzles, Digital games, Language learning (Digital and Human), Baking, Wool craft, Sewing