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| Grace Emah Resume |

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GitHub: GraceEmah17 | GraceEmah-Portfolio

Slight background about myself. I have worked in the customer industry for over 15years, and in the past 10years, I have been in the property industry.

Am now venturing into a web developer. I have dived into the web application by using few programming languages to achieve what am developing. In my bootcamp, I have learnt how to use HTML, CSS and Bootstrap to build on a website. Have been able to do some projects which has been successfully deployed into my Github account.

## Technical Skills

Frontend: *HTML5 CSS, and Bootstrap*

## Projects

**Horiseon-code-refactor2** | written link to GitHub | Deployed project with link | Role in Project: Solo Author

Summary of project: Marketing companay wanting their website to be more accessable and optimized to search engines. Technologies used were HTML and CSS.

**GraceEmah-Portfolio** | written link to GitHub | Deployed project with link | Role in Project: Solo Author

Summary of project: This project was a personal portfolio about myself. Introducing myself as a web developer, how far my jounrey has been. I developed this web page using HTML and CSS to beautify the page. Also learnt how to use wireframe demarcate webpage into gride sections.

## Work Experience

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| Rendall and Rittner  Senior Concierge - main responsibilities are as follows, but not limited to;   * Working closely with the building manager onsite on the day to day running of the building * Organising access into the flat for the service of the heating interface Unit (HIU). Which consists of over 270 units and commercial units.  |  |  | | --- | --- | | * Manning the concierge desk by being the first point of contact for residents, contractors and visitors and ensuring everyone has a warm welcome. * Supervising building contractors to ensure maintenance and repairs were carried out smoothly and effectively. * Correspondence to emails and telephone enquiries to residents, contractors, agents etc. and simultaneously assist them with daily concerns or relations. * Overseeing security, fire prevention, and other safety systems. * Supervising grounds staff, providing training for building employees as needed. * Resolving complaints, problems, and requests from building tenants * General maintenance of the building and facilities and provide detailed handover at the end of shift. |  | | First Port Property Bespoke Service   * Residential Concierge - main responsibilities are as follows, but not limited to; | 01-2013-01-2019 | | * Manning the concierge desk while carrying out viewings of apartments available to let when required at a small residential site. * Assist tenants moving into their apartment and complete apartment and appliance induction as needed, including providing weekly fire alarm, lift and AOV Testing. * Undertaking regular site patrols and CCTV supervision to ensure a safer and secure residence site always. * Always provide a detailed handover at the end of each shift to ensure continuity of service. |  |  |  | | --- | |  | | 02/2019 - Present |

## Education

*Front-end Web Developer Bootcamp On Going*

*Degree/Certificate Attained (Awaiting Result*

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| BA [Hon] Business Management and Entrepreneurship  Southampton Solent University (2.2) | 10/2008 - 07/2011 |

* Major: Strategic Management and Business Management
* Related coursework: Business Ethics, Information Computer Technology (ICT), Business Development, Business Operations, Organisational Behavior, Sales and Business Economics

Barnet Collect

* BTEC National Certificate - Business Studies - Barnet College 2006-2008
* BTEC Diploma - Business Studies - Barnet College 2005-2006
* GNVQ Foundation - Business Studies - Barnet College 2004-2005

**Reference Available on Request**