
Hoi Ying Ou

Address: NW9/WC1N

Mobile: 07957258120

Email: hoiying.hyo@googlemail.com

Portfolio: <http://hoiyingou.tech>

Personal Profile:

I am currently enrolled in a 12-week Software Development Bootcamp with JustIT, where I am learning new software languages (Javascript and Python). After learning these fundamental skills, I will have further understanding of the languages and improve my skills, displayed in my personal portfolio projects. I am enthusiastic and eager to learn and develop my skills and would like to work as a Junior Developer and gain more skills and experience within the industry.

Education and IT Training:

May 2022 - Present	JustIT Training Ltd, London Digital Skills Bootcamp: Software Development A twelve-week intensive bootcamp, covering the fundamentals of Web and Software Development. Front-end: HTML, CSS, Javascript Back-end: Python, MySQL, NoSQL
Sep 2018 - July 2021 Degree:	Oxford Brookes University BA Architecture A three year course, RIBA and LAM Part 1 accredited.
Modules:	Architectural Design Architectural History & Theory Architectural Representation Architecture & Society Architectural Technology Cities, Culture and Society Digital Culture Management, Practice & Law Dissertation
Aug 2018	University of the Arts A five day summer school, introduction about Architecture.
Sep 2016 - Aug 2018 A Levels:	St Marylebone C.E School Fine Art (A) Mathematics (B) Media Studies (A*)
Sep 2011 - Aug 2016 GCSEs:	St Marylebone C.E School Mathematics, Chinese (Mandarin), Food Technology (A*) Art Textiles, English Literature, English Language (A) French, History, Religious Studies, Double Science (B) Core Science (C)

IT Skills - Projects:

Web Technology: HTML5, CSS3, MySQL, MongoDB

Core Programming Languages: Javascript, Python

Stopwatch	Chick-themed Vanilla Javascript Stopwatch, HTML, CSS, with start, stop and reset button. Implemented JS to increment milliseconds and seconds and eventListeners for sound when you click the buttons.
Calculator	Rosy-themed Vanilla Javascript Calaculator, HTML, CSS, with numbers and operand buttons that display the previous and current operands.
Film Database	Film database using SQLite and Python, to read, insert, update and delete the films.
Ticketing System Program	Ticketing System Program using Python, where it asks various questions and prints the ticket with the confirmed details.

Employment History:

Nov 2021 - Sep 2022 Role:	Central Foundation Boys' School Receptionist/Office Administrator
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- **Effective Communicator** - Face of the school, greeting parents and visitors, guiding them to their meetings and large school events (Parents Evening, Art Exhibitions, Music Performances etc.).
- **Attention to Detail** - Maintained the school's image, keeping the waiting area clean and tidy and free of students.
- **Active Listener** - Communicated with parents via phone, texts, emails and mail outs.
- **Adaptable** - Liaising parent's concerns and insecurities to the DOLs, vice versa.
- **Organisational Skills** - Marked students in on SIMs, updating their information and calling up for lateness/absence
- **Team Player** - Helped staff members with admin tasks (printing, Excel spreadsheets etc.) to ensure everything is completed on time.
- **Confidentiality/Security** - Safeguarding students who asked for help, double checked to make sure no students leave without permission and ensured no strangers enter the premises.
- **Multi-tasking/Proactive Efficiency** - Radioed the SLT when PL (Pastoral Learning) was alerted to the designated classrooms.

Oct 2021 - Nov 2021

Golden Dragon Restaurant

Role:

Part Time Waitressing

- **Working Under Pressure** - Fast paced restaurant where I worked as a Sunday part time job, assisting colleagues quickly, serving dishes and tea to ensure prevent upset customers and long wait time.
- **Cleanliness/Organised** - Dried washed items and placed back into allocated spaces.
- **Observational Skills** - Walked around the area to see if any dishes were empty to take back to the kitchen to wash.
- **Memorisation Skills** - Remembered new orders of the tables and passed to senior colleagues to add to their orders.

Sep 2019 - Aug 2020

Oxford Brookes University

Role:

Student Ambassador for the School of Architecture Department

- **Organisation Skills** - During open days, I helped out as a Student Ambassador, where I helped set up the studio space with other colleagues.
- **Leadership Skills** - Led visitors around the building providing tours of the university and specifically our studio area, answering any questions they have.
- **Problem Solving Skills** - Patiently listened to customers if there were complaints and tried to come up with solutions so both the restaurant and customer would benefit and be compliant.

Oct 2018 - April 2020

Rachel's Cafe

Role:

Part Time Front of House Worker

- **Polite Communicator** - Looked after the front of the store, welcoming customers and taking orders.
- **Time Management** - On busy days when there's 2 of us front-of-house, we would help each other quickly serve customers, planning out the timing of which orders take priority to prevent them from missing their coach.
- **Leadership Skills** - Taught new part timers how to use the cashier, take and create orders, create coffee etc.
- **Customer Service Skills** - Create a good reputation by being polite, engaging and smile to customers to help boost sales and entice them to come back for our delicious refreshments.
- **Multilingual Skills** - Communicated in other languages (Cantonese, Mandarin) to customers who had trouble speaking English.

Other Achievements:

Built my PC | DoF Gold | Grade 7 ABRSM Piano | Grade 7 ABRSM Violin | NCS | Reading Buddy 3 yrs
 | School Librarian 2 yrs | Volunteered at my Chinese Community Centre 2 yrs | Volunteered at Calders
 Pharmacy of Notting Hill & Medspa
 Languages Spoken: English | Cantonese | Mandarin

Interests:

Art | Films | Gaming | Music | Photography | Reading | Technology | Travelling

References Available Upon Request
