Jake Davis

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Personal Profile

I am currently seeking a role within the software development sector. I have a real interest in this field and enjoy researching new software and programmes. I have good communication skills and listen carefully to others and follow instructions. I am fluent in English and Spanish. I have had the opportunity to gain valuable work experience and fully comprehend what is expected of me in a professional workplace. I enjoy problem solving and working within a team to achieve results. In my spare time I go through different coding courses.

Work Experience

IT - Funding Circle

Since October the 5th of 2020 to the 24th of February 2022, I have had the privilege to work in an IT help desk team. I have learnt many skills in problem solving, communication and using different software such as G Suite admin, Okta, Jira, Intune, Amazon Workspace. In addition to this, as this is a level 3 Infrastructure apprenticeship I have also attended college one day a week and gained a level 3 Infrastructure Technician distinction with a few other additional qualifications . The Qualifications are listed below.

Lead Generation Specialist

I found clients for Skyline Social – A social Media Company in Miami Florida USA. My Role involved effective communication with Skyline Social & potential clients to make sales, to manage a bot and ensure work is done efficiently, to increase the amount of leads who may be interested in our services. If they are interested then we will message them with further info or answer any questions they have. I also received some training on SEO meta data and what you should do to generate a following.

Receptionist (CanaryWharf)

For a short while, during summer holidays I worked as a receptionist for a small Projector/ Laptop/ Electronics repair shop in Canary Wharf and dealt with customers, telephone calls, and prepared the items for the customer to collect.

Qualifications

Apprenticeship BCS qualifications

- Level 3 Infrastructure technician (Grade: Distinction)
- Coding and logic
- Networking and Architecture
- Mobile and operating systems
- Cloud Services
- Business Processes

GCSE:

Combined science: Trilogy 7-7	English Literature 6
Computer science 5	History 5
Spanish 7	Psychology B
English Language 6	Religious Studies 6
Maths 5	

Skill Set

Team Player, Problem Solver, IT Literate, MS Suite Literate, Friendly & work well within a team to achieve team goals.