James Railton
Junior IT Professional
Phone – On Request | **Email –** On Request | **Location –** London (UK)
LinkedIn – www.linkedin.com/in/james-railton/ | GitHub | Personal Webpage

PROFESSIONAL SUMMARY

I am a highly motivated indivisual, with a deep thirst for knowledge and a passion for tackling new challenges. I am devoted to applying and continually expanding both my technical and soft skills in a professional IT environment. I have refined these skills through an array of personal and team-based projects, work experiences, and regular participation in online courses. My approach to every new problem I face is to adopt a unique, open, and creative problem-solving mindset, enabling me to devise innovative solutions that typically would not have been considered before. As a result, I am eager to utilise my combination of technical and soft skills, along with my unique problem-solving approach, to make substantial contributions to diverse projects, teams, and clients in a professional IT setting.

SKILLS

- **Technical skills –** DevOps | Cloud Computing | IBM Cloud | Python | CI/CD | Agile | Linux | Git | Docker | Cyber Security | Computer Networking | C# | ASP.NET | HTML | CSS | JavaScript | Flask | SQL

- **Soft Skills –** Mindfulness | Problem Solving | Creative Thinking | Teamwork | Leadership | Growth Mindset

EDUCATION

North East Surrey College of Technology (NESCOT) *09/2021 – 07/2023*
Course – OCR RQF Level 3 Cambridge Technical Extended Diploma - IT
Grade – Distinction* Distinction* Distinction* (D*D*D*)
Activities & Awards:
- Awarded student of the year for the computing department 2021-22
- President of NESCOT computer science & neurodiversity societies
- Vice President of NESCOT Computing LGBTQIA+ society
- Student council representative & college open event volunteer for the computing department

City of Westminster College (CWC) *09/2020 – 07/2021*
Course – Pearson RQF Level 3 BTEC Foundation Diploma - Applied Science
Grade – Merit (M)
Activities & Awards:
- Student council representative for the science department

Reigate College *09/2019 – 07/2020*
Course – GCSE
Grade – Maths - 5 *(Higher)*

Reigate School *01/2015 – 07/2019*
Course – GCSE
Grade – 8 GCSE's Grades 7 - 4
- Combined Science – 7/7
- English Language – 5
- Maths – 4 *(Foundation)*
Activities & Awards:
- Student council representative for the humanities department
- Co-president of the Reigate School model rocketry and aviation society

PROFESSIONAL DEVELOPMENT

- **IBM Courses completed –** DevOps Basics for Everyone | Cloud Computing Fundamentals | IBM Cloud Essentials V3 | Explore Emerging Technology | Agile Explorer | Git and GitHub Basics | Working in a Digital World: Professional Skills | Job Application Essentials | Explorations into Mindfulness | Enterprise Design Thinking Practitioner

- **Cisco Courses completed –** Python Essentials 1 | Python Essentials 2 | NDG Linux Unhatched | NDG Linux Essentials | Introduction to Cybersecurity | Cybersecurity Essentials | Networking Essentials

EXPERIENCE

Volunteer Administrative Assistant – NHS   **Redhill, Surrey**   *10/2023 – Present*

Role & Tasks:

- I support East Surrey Hospital's medical resourcing team by performing both physical and digital administrative tasks, ensuring the department functions efficiently.
- Digitised all physical copies of the hospital's bank doctor employee records, which reduced the record retrieval time by 70% and improved overall efficiency within the department.
- Conducted an Inter Authority Transfer (IAT) project to ensure current employee records are up-to-date, enabling accurate allocation of annual leave.
- I act as a volunteering ambassador for both the NHS and East Surrey Hospital, participating in volunteering awareness campaigns and charity fundraisers hosted by the hospital and its charities.

Coding Job Simulation on Forage – Accenture   **Remote**   *11/2023 – 11/2023*

Role & Tasks:

- A job simulation with Accenture where I supported a software development team's workflow with Java-based development, Jenkins automation, and Agile planning.

Cisco Industry Placement – Cisco Systems   **Feltham, London** *01/2023 – 02/2023*

Role & Tasks:

- I worked in teams of students, both on-site and virtually, to successfully deliver IT-based projects assigned by company employees within their allocated timeframe.

PROJECTS

Project Sakura   *10/2023 – 12/2023*

Description:

- A personal use web application and inventory management system that catalogues food products by taking scanned barcodes and using the OpenFoodFacts API to obtain product data, which is then stored within a database. An AI model is also connected to the web application to provide services such as additional product information and recipes that can be made using the product.

Technologies used:

- Python / Flask, DigitalOcean Apps, MongoDB, GitHub, Open FoodFacts Python SDK, OpenAI GPT 3.5 API, Google Cloud OAuth and Bootstrap5

VisionForEwell Community Website   *04/2022 – 05/2022*

Description:

- A responsive and interactive website developed with Bootstrap5 for the Ewell Village community group to serve as a central hub for the local community.

Technologies used:

- HTML / CSS / JavaScript, Boostrap5, Fotorama API, Leaflet JavaScript Library (Powered by OpenStreetMap) and GitHub

INTERESTS

- Aviation | Cloud Computing | Disability Awareness | Engineering | Travelling | Cycling | Golf | History | Computer Gaming | Emerging Technologies | Volunteering | Amature Photography

LANGUAGES

- **British English** – Native/Fluent | **British Sign Language (BSL) –** Beginner