**James Sugden**

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**About me**

A positive individual with a pragmatic outlook. Having a determination to succeed and a view that there is always a solution to any challenge. Detail focused with a reputation for putting quality first and having the ability to balance customer and business needs. Adaptable and professional with a great work ethic. I am excited by the prospect of a career change and working in the digital sector.

**Relevant Experience**

I initially signed up to the free Codecademy courses, but then moved onto a paid pro membership at Codecadamy.com and really enjoyed completing these courses**. Codecademy Learn HTML – Course complete Codecademy Learn CSS – Course complete**. I have spent a few months self-teaching HTML & CSS fundamentals through videos, books and Virtual Studio Code practice. I have since completed 3 online group courses, 1 extensive bootcamp and have received certification for such.

**edX Skills bootcamp in front-end web development November 2023 – April 2024**

**Grade: Pass** (Pass is the highest available grade)

I was fortunate enough to secure a spot on edX skills bootcamp which featured large group classes 4 days week, access to 1 to 1 sessions once a week and fantastic resources. The bootcamp was fast paced with weekly coursework contributing towards the final grade of pass/fail. What we covered over the 4 month course:

* Html & CSS fundamentals
* Working with Github
* UX and Advanced CSS
* JavaScript Fundamentals
* Intermediate JavaScript
* Working with Web APIs
* Third-Party APIs
* Server APIs
* Working with ES6 & Node.js
* Test-Driven Development
* Modern Development with React, Advanced React, Testing, and Deployment

**Code Nation UK Level 2 certificate in IT user skills - Develop coding course 2023 – 2023**

**Grade: Pass** (Pass is the highest available grade)

Using Zoom & Slack to communicate we took part in the 3 week course.

Week 1 was an intense Python basics bootcamp consisting of lessons via Zoom and exercises of our own to fill in to Slack.

Week 2 we split into groups of 5-6 to plan and create a game using Python. Trello was utilised for planning, Zoom breakout rooms & Slack to communicate and Virtual Studio Code for coding.

Week 3 we went over some HTML & CSS basics to start the week then began work on a website individually, to be completed with 3 pages by the end of the week with a Trello board and assignment questions to answer. Using Zoom & Slack to communicate we took part in the 3 week course.

Skills: Teamwork · Cascading Style Sheets (CSS) · Web Development · HTML · Python (Programming Language)

**Code Nation UK Level 2 certificate in Cyber Security and Digital Forensics, Cyber Security 2023 – 2023**

**Grade: Distinction**

Using Microsoft teams we were given lessons in Cyber Security basics, coursework to complete, group work and eventually a test to meet the necessary threshold.

**Catch 22 Digital Edge Program 2023 - 2023**

**Grade: Pass** (Pass is the highest possible grade)

Activities and societies: Group projects, interview practice, group discussions, lectures & more.

Online course via teams designed to enhance employability, instil confidence and improve know how for getting a job in tech.

**Education**

Cheadle & Marple College September 2011 – July 2013 **BTEC Level 1 Certificate Medical Science (Merit) Kingsway High School GCSE 9 GCSEs** including September 2006 – July 2011 Mathematics, English, Science and IT Work Based Training Microsoft Teams, Microsoft Excel, Microsoft Outlook, Microsoft Word, Sage Accounting.

**Experience**

**Compliance Assistant - Compliance** | Paystream July 2021 – December 2021

• Assisting with new client data entry

• Assisting archiving procedures

• Contributing towards the organisation of the Compliance inbox, ensuring urgent contracts were signed and any duplicates removed.

**Admin Assistant - Supplier Accounts** | Chess August 2017 – August 2020

• Being responsible for processing procurement invoices on SAGE and reconciling credit notes as appropriate, I was flexible with my working hours, dates and times, in order to support high volume financial year end activities.

• Worked independently day to day, without the need for close supervision and participated in joint team activities where required.

• Ownership of the governance process for internal orders, supporting the effective and efficient management of Purchase Orders.

• Recognised for consistency in achieving high standards.

• Successful management of all the Supplier Accounts team requests.

• Ensured all internal customers in a busy multi-site business always felt important and their issues were appropriately addressed in a timely fashion.

• Enhanced operational ability to prioritise payments through the execution of a late payment process. Within both these roles I enjoyed starting a project and seeing it to completion.

**Outside work** I would describe myself as sporty, I enjoy most sports, in particular I am a keen football and American Football enthusiast, supporting Manchester United and Chicago Bears. I am also an avid 5 a side footballer, playing as part of a team. To relax I participate in online gaming with my friends, where I regularly put my problem-solving skills to good use and as a movie enthusiast I enjoy going to the cinema.

**References** - **Stephen Dracup** Chess Chief Operating Officer - StephenDracup@ChessICT.co.uk