

Curriculum Vitae – James Sanders

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22 June 1995

Summary

I am an honest, hard-working individual who is always striving for improvement. I am currently studying front-end web development which includes HTML, CSS, JavaScript, Python, MySQL and Django. This is set for completion in October 2023.

In the meantime, I am always looking to improve my skill sets whilst I am currently learning the above curriculum and I am looking for work in this field, so I will be a valuable asset to whatever company I work for.

My current work repository can be found at www.github.com/JaySanders95

I am an honest person in the respect when asked for feedback, I will always give an honest and true evaluation. I believe that this is the key strength to adapting to challenges is the ability to give and receive criticisms.

Experience

Executive Officer at UK Home Office

Current role

August 2018 to present.

I am currently an Executive Officer (EO) caseworker within the UKVI branch of the Home Office. Within this role I have gained and attuned the following skill sets:

- Basic IT skills such as Excel, Word, PowerPoint and OneNote.
- Working to ensure the safety of vulnerable children by contacting relevant authorities and handling sensitive data with the upmost confidentiality.
During this role as a vulnerable minor specialist, we would identify a potentially vulnerable child and contact the relevant social services and from there we would be required to ensure the safety of the child in question.
- Making effective rule-based decisions and discretionary based decisions by assessing certain exceptional or compassionate circumstances to determine whether decisions based on the rules would breach human rights (Article 8 of the ECHR).
- Constantly updating my knowledge to new policy changes with new implemented rules and regulations.
- I am a mentor for 3 caseworkers, a pillar of support for whenever they require guidance for a discretion-based decision or in need of a second opinion or assistance.
- Working in constant collaboration with other governmental departments, this is to strengthen my relationships with colleagues as I constantly rely on information from other departments such as Appeals/PNC/Asylum etc.

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Skills – Decision making, Microsoft Office, Policies, procedures, Teamworking, Mentoring, Vulnerability Assessment, Vulnerable minor specialist, Collaboration, Training, Working under pressure.

Bartender/Waiter – Frankie and Benny's

January 2013 to May 2017

Whilst working at Frankie and Benny's restaurant, I learned a lot about teamworking and how to work in a fast-paced environment. This employment taught me valuable skills that include:

- Engaging with customers; this included over the phone / emails but mainly at face-to-face level. I would be required to represent the business every day at the front-end of the restaurant, so I had to ensure my interpersonal skills were friendly and warm.
- Working in a fast-paced environment, having to attend to multiple issues at once and balancing problems to ensure the shift ran smoothly.
- Working as a member of a team, this was running food for other servers when I was a waiter or helping on the floor when I was a bartender. Teamwork was one of the most valuable assets for this job, my team would help me when I struggled, and it was my duty to return the favour when required.
- Dealing with problematic situations such as unhappy/visibly angry customers and finding ways to diffuse them, this was sometimes tricky but starting with a calming manner it was possible to find out what was wrong and ensure the customer left happy.

Skills – Problem solving, Team leadership, interpersonal skills, interpersonal communication, customer service, teamwork

McCooley's Bar & Restaurant

Jun 2017 to Jul 2018

Whilst working in McCooley's, the job was very similarly paced to Frankie and Benny's. This was a strength in that I was already experienced, and this only strengthened my problem solving skills and my customer service skills.

Skills – Cash Handling, Training, Problem Solving, Customer Service, Teamwork.

Education:

Code Institute – Full stack web development

November 2022 to October 2023 (estimated date of completion)

I am currently studying to become a full stack web developer, I have completed 3 out of 5 projects and have passed 2 out of the 3 that have been marked (3rd mark is pending). The course proforma is HTML, JavaScript, CSS, MySQL, Python & Django. I have overcome all obstacles up to now and I am learning every day and enjoy it.

Archbishop Beck Sixth Form

September 2012 – June 2013

Grades:

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Media Studies – C
Business Studies - A/A
Psychology – C

Archbishop Beck High School

September 2006 – July 2012

GCSE Grades:

English – B
English Literature – A
Maths – A
Chemistry B
Physics – A*
Biology – C
Business Studies A/A
Music – C
History – B

Awards:

Duke of Edinburgh Award
Health and safety level 2
Fire Safety
Bullying and harassment in the workplace
Operational Excellence

References:

James Deane

Deputy Chief Caseworker (DCCW) – Home Office/ United Kingdom Visa & Immigration

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Mark Bullock

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