

## **Jordan Shaw**

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Graduate with experience in technology based environments and public facing roles. Seeking a career where I can further develop my IT skills, as well as utilise my analytical mindset and attention to detail.

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### **Education**

#### **2016 - 2019                      BSc (Hons) Cellular & Molecular Biology (1st), Newcastle University**

- Conducted an original research project focusing on the optimisation of biochemical pathways. Involved generating, analysing and interpreting data from various sources and explaining the results using established information from the scientific literature.
- Resulted in the production of a literature review, academic poster, and dissertation, achieving a mark of 73%.
- Worked effectively as part of a team of four to produce a report detailing advancements in a field of biology. Took an active role in delegating responsibilities and supporting team members to ensure the deadline was met.
- Made effective use of the Microsoft Office suite of programmes throughout the course. Furthermore, developed competencies using other pieces of statistical software including Minitab 17, SigmaPlot, and PRISM,

#### **2014 - 2016                      Higher Education Certificate Medical Studies, Newcastle University**

- Developed strong communication skills using the principles of active listening, open questioning, conversational signposting and welcoming body language.
- Presented numerous pieces of work in front of an audience and actively participated in seminars and group discussions articulately.

#### **2006 - 2013    The Blue Coat School and Sixth Form, Oldham**

**A-Levels:**      Biology (A\*) Maths (A) Chemistry (A)

**11 GCSEs:**      Grades A\* - A

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### **Work Experience**

#### **April 2019 - July 2019    Web Assistant, Marketing Web Support, Newcastle University**

- Adapted content from various stakeholders to match the style of Newcastle University's online presence. Created web pages and populated them with this content using the T4 CMS.
- Performed a systematic review of postgraduate course pages, cross-referenced against course regulations, updating where necessary.
- Monitored the university IT switchboard, resolving issues when possible, communicating with colleagues in a professional and timely manner.

#### **July 2018 - January 2019    Digital Team Assistant, Corporate Web Development, Newcastle University**

- Supported the redevelopment of the [ncl.ac.uk](http://ncl.ac.uk) homepage and landing pages through the adaptation and population of content, liaising with external agencies, tracking the overall progress made in the project etc.

- Worked in an Agile manner, keeping on top of tasks assigned via the JIRA kanban board. Also monitored the IT switchboard, resolving issues where possible.
- Took responsibility for the student homepage, necessitating the use of Adobe Dreamweaver.
- Investigated the web presence of competitors, before effectively and concisely communicating my findings to the team leader.

**January 2014 - August 2014**

**Bar Staff, Bradbury Hall Hotel & Club, Stockport**

- Prepared drinks for and served customers in a professional, friendly manner.
- Prepared the cocktail bar for the club opening and trained new staff on cocktail preparation.
- Helped close the tills at the end of a shift, counting and reporting the take accurately.

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## **Additional Skills**

- **IT** - proficient in Microsoft Office (including Outlook, Excel, Word and Powerpoint), have experience using content management systems and I am currently self-studying programming fundamentals.
- **Language** - Basic German
- **Full Clean Driving License** and access to a vehicle.

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## **Interests**

- I am passionate about books, fiction especially and I try to read at least one new book a week. They provide a little escapism, are an amazing form of stress relief and can change the way you look at things.
- I enjoy hiking, particularly over moorland areas with a dog at my side. Although, our Labrador is a little too old for it now.
- I've played badminton all my life and I try to play as much as possible. Since I moved back home from university I am no longer on a team, but I'm currently working on getting my fitness level up to par so I can start playing competitively again.

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## **References**

### **Dr Thomas Howard**

Senior Lecturer, Biology

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### **Lisa Dunn**

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### **Kirsten Edmondson**

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