KENITA GARFFUS

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Resource & Interim Manager

Summary

I am an SC cleared self-taught developer currently working in the public sector. A strategic planner with effective communication skills I use my full range of relationship building and business operations skills to deliver large, multifaceted projects. I am familiar with HTML, CSS, JavaScript, Python and Ruby on Rails. I am self-motivated with an eagerness to learn, I enjoy giving myself projects and solving problems even if it takes me a while to figure it out, finding the solution always makes the temporary frustration worth it! My current career interest lies in software development.

Portfolio

www.kenitagarffus.co.uk

Work experience

Aug 2018 - Present

Resource & Interim Manager
Government Digital Service

- Project management of a £700,000 budget for the Government Digital Service's EU Exit strategy. I rely on project management tools like Trello and Agile working methods for project planning and solutions. I work with software engineers, content designers and senior-level stakeholders for the GOV.UK site.

- I solved the budgetary issues in the recruitment team and saved 20% of the quarterly budget by negotiating day rates with a third party supplier. I used good communication skills to build closer ties with the HR and finance teams. I presented them with data I had gathered on our contractors' day rates, this made it easier for them to look at the bigger picture and make better decisions that saved our department money.

Nov 2016 - Jul 2018

Administrator
Thurrock Council, The Beehive (Grays, Essex)

- Built application forms with basic HTML, CSS and Javascript.
- Assisted with project coordination, dealt with stakeholder management such as handling enquiries for clients, collaborated with colleagues to organise workshops and maintaining contact with local charities under Thurrock CVS.

Self Development

- (Oct 2019-Dec 2019)Enrolled in a Front End course at Google through the Code First: Girls organisation
- (Nov 2019) Short course in SQL at City Lit College
- Attended Rails Girls London workshop 2019

Education

Sep 2016 - Dec 2017

MSc International Management (63.9%)
Royal Holloway, University of London

Sep 2012 - June 2015

BA Politics & International Relations (2:1)
Royal Holloway, University of London