LEE POWELL

\(07815 051269

DETAILS

84 Station Road Wem, SY4 5BL 07815051269 Leeap83@gmail.com

LINKS

LinkedIn: linkedin.com/in/leepowell83 Portfolio: https://leeap83.github.io/my-resume

SKILLS

HTML & CSS Python Django **JavaScript JQuery** Git SQL & MySQL Bootstrap 4 Microsoft Office Bookkeeping **Customer Service** Database Management

INTERESTS

Sports, Hiking, Cooking, Coding

VOLUNTEERING & CHARITY

St John's Ambulance

2011 - 2012Volunteered at St John's Ambulance after completing a first aid at work certificate

3 Peaks Challenge

August 2017 Organised and participated in raising over £7,000 for Kidney Research

> **Charity Football Match** May 2014

Organised and participated in raising over £3,000 for Severn Hospice

PROFILE

A resourceful and conscientious professional individual who has a extensive experience working in finance and customer advisor roles. Is now seeking a career change after recently completing a Full Stack Web Developer diploma.



ACHIEVEMENTS

- Completed Full Stack Web Developer Diploma from The Code Institute
- Cleansed and implemented an updated Practice Management software to manage 6500+ clients' accounts for large accountancy practice.
- Controlled sales ledgers and recovered debt of up to £1 million on monthly basis.
- Implemented **new workflow** automation to improve efficiency in finance team.
- Organised two large scale charitable events, raising over £10,000 for 2 charities.



EMPLOYMENT HISTORY

Finance Administrator at Whittingham Riddell Chartered Accountants, Shrewsbury May 2007 - October 2020

Working in the accounts team for thirteen years for a large accountancy and business advisory practice, providing support to the firm's accounting function through a varied role, including credit control, sales ledger management, development of the practice management software, financial reporting and maintaining the client database.

Customer Advisor at Marks & Spencer, West Midlands

July 2005 - March 2007

Working as a Customer Advisor for M&S in the Food hall in a number of stores in the West Midlands, dealing with customers and complaints, assisting in the opening of new stores in the region, training new staff, overseeing the grocery department in one of the new stores, analysis of stock reports and displaying stock/merchandise to improve sales.

Mess Hand at RAF Shawbury, Shrewsbury

July 1998 – September 2002

Working on the RAF Base in the Mess as a Mess hand/steward, dealing with food preparation, waiting on and cleaning. Before being placed in charge of the aircrew feeder which was a small kitchen just off the airfield where a mixture of pilots and civilian instructors came to eat.



EDUCATION

BA Hons Film & Media Studies at University of Central Lancashire, Preston 2002 - 2005 - 2:2 Grade

A-Levels at Thomas Adams College, Wem

2000 - 2002 - Film Studies (B), Media Studies (C), Psychology (D)

GNVQ Business Studies at Thomas Adams College, Wem

1999 - 2000 - Merit Grade

GCSE at Thomas Adams School, Wem

1994 - 1999 - Including Maths, Science & English (C)