

NATASHA ADU MOSES

Developer

CONTACT

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github.com/N-adu

SKILLS

TECH SKILLS

- HTML 5
- CSS 3
- JavaScript
- Bootstrap
- SASS/SCSS
- Git
- VS Code

PROFESSIONAL SKILLS

- Web Design
- Wire Framing/Mock-ups
- Responsive Design
- Project Management
- Administration
- Customer Service
- Data Entry
- Document Management

SOFT SKILLS

- Communication
- Interpersonal Skills
- Collaboration
- Time Management
- Organisational Skills
- Problem Solving
- Empathy
- Attention to Detail

PERSONAL PROFILE

A degree educated career changer with over ten years of experience in Retail, Business Administration and Customer Services. I am passionate & enthusiastic about starting a new career as a Junior Developer and have taken the appropriate steps to gain coding knowledge. My previous work experience has equipped me with a range of transferrable skills that I feel would be beneficial in my new career. I am eager to build upon my new skill set and work towards becoming a fully-fledged Developer.

WORK EXPERIENCE

AUG 2020 – | FREELANCE VIRTUAL ASSISTANT

ONLINE, REMOTE

- Using freelancing websites to cater for businesses with administration needs
- Managing and optimising paperwork to ensure the smooth running of business operations
- Maintaining a sharp eye for detail when processing important client data
- Negotiating with clients to offer best possible deal

JUL 2020 – JUL 2020 | TRAINEE SOFTWARE DEVELOPER

CODE NATION, REMOTE

- Maximising productivity and project managing using applications such as Trello
- Researching UX/UI concepts to increase awareness of web design concepts
- Taking ownership of web design processes by producing mock-ups of potential website plans
- Collaborating with teams to cultivate software that increases user-usability

JUN 2019 – DEC 2019 | RECORDS MANAGEMENT (TEMP)

MITIE, LONDON

Prioritised workload to complete a project two weeks ahead of planned schedule

- Itemising and storing documents in accordance with company and Government regulations
- Utilising spreadsheets and company databases to create & maintain documents
- Processing the paperwork of multiple clients simultaneously
- Delivering efficient project assistance, as requested by management.

DEC 2018 – MAY 2019: Employment Gap: Career break to care for sick parent

JUN 2016 – DEC 2018 | OFFICE ADMINISTRATOR

MULIER CARE SOLUTIONS, LONDON

- Coordinating office activities and operations to secure efficiency and compliance to company policies
- Maintaining customer relationships through phone and email to increase possibility of future partnership
- Managing diaries, appointments and travel arrangements
- Generating and maintaining filing and other office systems to keep documents organised

JUL 2015 – MAY 2016: Employment gap: newly graduated, looking for employment

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TRAINING

AUG 2021

UX Design | *Google, Remote*

STATUS: Currently studying.

MAY 2021

Full Stack Web Development
Bootcamp | *Cheetah Code Academy,
Remote*

HIGHLIGHTS: Contributed to the development of a
COVID-19 App.

JULY 2020

Develop: Coding | *Code Nation,
Remote*

HIGHLIGHTS: Contributed to a break-out game within
a team, using HTML5, CSS3 & JavaScript.

QUALIFICATION: Level 2 IT User
Skills in Open Systems and
Enterprise

SOCIAL MEDIA



[www.twitter.com/tashelle_dev](https://twitter.com/tashelle_dev)



www.instagram.com/tashelle_dev/

PORTFOLIO



<https://n-adu.github.io/portfolio/>

PERSONAL INFO

DRIVING LICENSE: Full UK License

SEPT 2014 – JUN 2015 | **EVENTS COORDINATOR (PLACEMENT)**

MIDDLESEX UNIVERSITY, LONDON

- Negotiating with venue owners/managers for best possible deal
- Producing timelines to track progress of event planning process and deliver events within required time frame
- Researching and sourcing venues that are suitable for themed events
- Planning events under tight budget restraints

SEPT 2013 – JUL 2014 | **BUSINESS CONSULTANT (PLACEMENT)**

PAUL WAYNE GREGORY, LONDON

Achieved the highest ever grade among Middlesex University students (99%), for my Business Consulting module.

- Analysing business to ensure customer satisfaction and retention of customers
- Conducting research on clients, competitors & consumers using qualitative methods to pinpoint business strengths and weaknesses
- Keeping client informed on research findings & producing recommendations to aid company transformation
- Assessing digital marketing tools, such as company website to appeal to target market.

OCT 2012 – JUN 2015: Employment Gap: Full time student at Middlesex University

CUSTOMER SERVICE ADVISOR

(JUN 2012 - OCT 2012 | **MOTHERCARE, LONDON**)

(OCT 2008 - MAR 2012 | **X'POSURE CLOTHING, LONDON**)

(NOV 2007 – NOV 2008 | **B&Q, LONDON**)

- Providing consistent, high standards of customer service
- Maintaining a current working knowledge of all products and services
- Proactively resolving and investigating any issues that arose
- Promoting customer incentives, products and seasonal campaigns

NOV 2004 – OCT 2007 | **ADMINISTRATOR**

STEP AHEAD, LONDON

- Establishing strong external relationships with organisations to ensure positive customer outcomes were achieved
- Maintaining current and accurate records and data

EDUCATION

OCT 2012 - JUN 2015 | **BA(HONS) ARTS MANAGEMENT**

MIDDLESEX UNIVERSITY, LONDON

Grade: 2.1

SEPT 2006 - JUL 2007 | **ACCESS TO HIGHER EDUCATION**

WALTHAM FOREST COLLEGE, LONDON

SEPT 1999 - JUL 2004 | **GCSE QUALIFICATIONS**

ALBANY SECONDARY SCHOOL, LONDON

8 GCSES (A-C)