



# Nick Clarke


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## PROFESSIONAL SUMMARY


Self-motivated Web Developer with comprehensive experience managing multiple clients. Passionate and hardworking to deliver on deadlines. Strong HTML and CSS programmer.

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## CONTACT

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## SKILLS

- Graphic design proficiency
- Git
- Version control
- GitHub
- JavaScript
- NodeJS
- HTML5
- CSS3
- JQUERY
- Website optimisation
- WordPress
- Website troubleshooting
- Customer service
- Adobe Creative Cloud
- Front and back-end development
- Web development projects
- React
- MongoDB
- Visual Studio
- NPM
- Heroku
- Bootstrap
- Tailwind

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## WORK HISTORY

**Media Manager** 12/2021 - Current  
**Ayebia Clarke Publishing Ltd** - Banbury

- Managed multi-channel advertising campaigns to support sales objectives.
- Devised creative strategies for highlighting goods and promoting specific attributes.
- Coordinated placements for television and radio, social media, and print publication advertisements.
- Organised marketing plans and programmes to best support business growth and development.
- Increased brand awareness through creation of innovative print and digital productions for major publications.
- Oversaw social media presence and aligned posts to include branding and trending ideas.
- Gathered requirements, defined scopes, allocated resources and established schedules meeting or exceeding project demands.
- Guided organizational technology strategy and roadmaps.
- Managed network and system performance, conducting troubleshooting, security patching and maintenance.
- Conducted company-wide technology instruction, onboarding and education.
- Learned multiple coding languages and development frameworks to serve needs of changing development program.
- Checked software for errors and coded updates to fix problems.
- Wrote production-ready code with fluency in modern front-end and back-end frameworks.
- Worked with senior developers and designers to implement new company website using HTML, CSS, JavaScript, WordPress and PHP.
- Developed landing pages, dashboards and online applications using Bootstrap and JavaScript.

**Sky Specialist Engineer**

07/2017 - 10/2021

## **Sky TV**

- Daily tasks involve, preparing stock for customer installations
- Pre call customers with an updated arrival time
- Use of power tools to install dishes, backboards, communal systems and drilling access holes for media cable entry
- Updating details on bespoke Oracle data base system accurately
- Face 2 face customer service engagement with customers and other employees
- Upselling Sky products to customers who are interested in upgrading their packages
- Also making sure the customer is on the right package and not paying too much for subscriptions
- Covering Oxfordshire, Northamptonshire, Buckinghamshire, and surrounding areas
- Providing broadband support with connection issues, making cat5 cables, installing boosters, dedicated IP address allocation
- Communal system testing and earthing, compliance to UK authority's standard (CAI)
- Tracking cables for communal setups
- Fibre optic installs via dSCR component and signal & power testing before install.

## **Account Manager/Handler**

01/2016 - 01/2017

### **Cameo Consultancy Recruitment - Banbury**

- Qualifying candidates in line with client's requirements
- Handling & managing client's accounts with needs for recruitment and helping in resourcing the right candidates for specific job roles
- Interviewing candidates, registering them for the company database/vacancies
- Communication with clients, sales calls, updates, interview arrangements
- Administration duties, scanning and data input of candidate /client documents
- Business development, client visits, job on process, 360 process
- Meet and greet of new candidates and clients into the business
- Job upload and management on all job boards and the company website
- Newsletter/brochure drops - Stratford, Banbury

## **Studio Artwork Manager**

01/2015 - 01/2016

### **KSP Group - Banbury**

- Handling client artwork through Adobe Illustrator and pre-flight artwork ready for print process
- Designing 3D artwork for preview, using AGCAD machine to produce client products

- Tottenham FC, Robert Welch, Banbury Litho, Wanzl, Jaguar Land Rover & Body Shop
- Litho digital bed printer, preparing the litho bed for each print set up, cleaning and maintain print heads, using the software to send and prepare images for print i.e.
- Upload, start coordinates, spacing between each print and height level of the print heads
- Dealing with clients through email, telephone, and face to face
- Special print management for screen printing
- Preparing finished job orders for delivery i.e.
- Pallets, boxes and specialist instruction
- Administration duties, digital file management of client's folders & artwork, creating templates, filing & processing orders
- Setting up servers and maintaining connections to production machines
- Providing professional customer service
- Training of new staff into the business on one 1 one basis, managing warehouse staff with print and design projects.

#### **Account Handler**

01/2014 - 01/2015

#### **Xtreme Graphics - Brackley**

- Managing client accounts and orders through bespoke company system
- Taking new orders and process orders from existing clients
- Arranging transportation for orders i.e.
- Same-day deliveries
- Taking payments & issuing invoices to clients
- Working accurately to a design brief
- Correction of artwork design
- Use of Adobe Illustrator to prepare files for print and manage artwork through a workflow to make files print ready
- Responding to telephone enquiries and emails from clients
- Providing high standards customer service at all times
- Working as a team player in a group of 8 colleagues communicating and helping each other with various projects
- Also helping in the warehouse with production on quiet days which includes deliveries, installation and fabric print management
- Project management of store graphics for all YBS, CBS & N&P Building Society as well as graphics management for Samsung, Microsoft, Haas F1, Sony and more.

#### **Media Manager**

01/2010 - 01/2014

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### **Marketing/IT Manager**

01/2008 - 01/2010

- Managing the design process for advertisements, book covers, brochures, Primary responsibilities for day-to-day IT requirements of the company, passwords, account renewals, anti-virus, storage, IT issues, software & hardware installation with maintenance
- Management of the company website, website uploads, pages, pricing, product codes and dealing with client orders/correspondence
- Responsible for all publicity and promotion of company through Facebook, Twitter, YouTube, LinkedIn, SoundCloud, newspapers & magazines
- Attendance at International Book Fairs (Including annual London Book Fair & German Book Fair) and Literary Conferences and Symposiums as publicist to record and promote company
- Management of email promotions and correspondence through company email client
- Managing our reps out on the road with sales and contract agreements
- Warehouse stock management and stock allocation to

bookstores

- Engineer Diary Planner - HomeServe Insurance Engineers Diary and materials planner for North England - Banbury,
- Management of Service Engineers diary day-to-day, organising parts/quotes to complete jobs
- Responding to telephone calls & claims from policy holders
- Dealing with customer complaints and failed appointments
- Recording & updating information to databases (Citrix)
- Training of new starters (shadowing)
- Providing customer service to clients and engineers
- Meetings with managers to update status of jobs completed and ongoing through bespoke Oracle system.

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## EDUCATION

Full Stack Web Development, Expected in 06/2022

**University of Birmingham** - Birmingham, BIR

### **City & Guilds Intermediate Information**

#### **Banbury College**

Math's FSMQ Qualification - Pass, equivalent to C grade, .C.T

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#### **Banbury Secondary School**

Art (Grade C). English Lan/Lit (Grade C/C). Science (Grade C/D, IT (Grade C)