

Phil McVay

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Profile

Highly self-motivated, organised, reliable and hard-working individual when presented with any task given. 6 years experience in customer service roles and 3 years experience within the finance industry. Comfortable working within a team or alone. I am sure, given the opportunity; I will be an asset to any employer.

Key Skills

- Organised
 - Pro-active
 - Teamplayer
 - Quick learner
 - Excellent communication & people skills
 - Works well under pressure
 - Fully IT & Microsoft Office literate - Excel, Word, Outlook
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Experience

iPOP Digital - Web Developer
(Jersey: St. Helier) - 2017-2018

- Developing bespoke websites for a variety of clients.
- Maintenance, adjustments and editions of existing websites.
- Dealing with general client queries.
- Tools/Languages used: HTML, Jade (HTML templating language), CSS, SCSS, Javascript, jQuery, Twig (PHP templating language), Craft CMS, Adobe Photoshop, Adobe Illustrator, Bitbucket (GIT version control system), Toast CSS grid framework.

Social Security - Operational Support Projects Officer
(Jersey: St. Helier) - 2016-2017

- Managing various Health & Safety, Eco-Active and general business projects.
- Reviewing and compiling up-to-date documents and procedures.
- Assisting with general administrative duties.

Standard Bank - Custody Operations Officer
(Jersey: St. Helier) – 2010-2012 / 2014-2015

- Ensuring the timely settlement of Unit Trust and Market trades.
- Processing client payments.
- Processing of client FXs.
- Reconciliation of daily cash activity.
- Writing/updating task procedures.
- Competent training ability.
- Maintaining the bank's Custody and Management fee database. (This included distribution of fee advices to clients, providing monthly accrual figures to the finance team and debiting/updating the client's portfolios.)

ODEON Cinema - Multi-Functional
(London: Kensington) – 2013-2014

- Floor duties (Cleaning of screens, screen checks, toilet checks, taking tickets,)
- Retail duties (Selling refreshments, cleaning off all equipment, temperature checks, up-selling to meet targets.)
- Dealing with customer queries

Cineworld Cinema - Multi-Functional
(Jersey: St. Helier) – 2009-2010

- Floor duties (Cleaning of screens, screen checks, toilet checks, taking tickets,)
- Retail duties (Selling refreshments, cleaning off all equipment, temperature checks, up-selling to meet targets.)
- Dealing with customer queries

Barratt's Shoe Shop - Sales Assistant
(Jersey: St. Helier) – 2005-2009

- Organising & maintaining the stock room.
- Floor duties (Serving customers, up-selling to meet targets, cleaning of floor)
- Dealing with customer queries.

Education

- Le Rocquier School (Jersey): 2002-2005
- Hautlieu School (Jersey): 2005-2008
- BIMM London: 2012 - 2016

Qualifications

- **Higher Education:** Level 5 Diploma of Higher Education - Popular Music Performance
Level 3 BTEC Diploma - Popular Music Performance (Double Merit)
 - **AS Level:** 2 AS Level passes (A* - E)
 - **GCSE:** 8 GCSE passes (A* - C) inc. Maths & English
 - **Other:** Digital Jersey Coding Programme - 6 month course
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References

Available upon request.