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| CONTACT  **EMAIL**:  [lauritta.burrows@outlook.com](mailto:lauritta.burrows@outlook.com)  **PHONE**:  07412731172  **PORTFOLIO:**  www.reetzonline.com  SKILLS  GitHub  Python  SQL  HTML, CSS, Sass  Javascript  AWS & Azure  API’s  Django  Agile  EDUCATION  **UNIVERSITY OF WEST LONDON**  ***London, UK***  BSc Computer Science  (Expected graduation Aug 2023)  **Relevant Courses**  Web Programming (present)  Comptia A+ (present)  Cisco’s Packet tracer  Cisco’s IoT  NDG Linux  **Awards**  Most Supportive Youth Worker |  | CAREER OBJECTIVE  A diligent computer science mature student aiming for a first degree. A highly motivated, organised and reliable individual driven by the desire to design and develop exciting new technologies. A proven team play with great communication skills, I am seen as a very personable individual who appreciates the need to celebrate the smaller successes along the way.  PROFESSIONAL EXPERIENCE  **Deputy Manager**  *Willoughby Place Limited, London / April 2017 - present*   * Vastly improved on value added performance levels by introducing a collection of tools and software for remote delivery. All staff now have access to training and service updates. * Slashed staff rota drafting time by 75% when I designed and automated worksheets in excel. As the team grew in size, I signed up to an online service, making the rota duty more accessible for more managers. * Leveraged the knowledge and skills within our team to design new forms and more efficient processes for recording and accessing data. Making for improved staff collaboration and team working. * Stamped out persistent computer and networking issues by undertaking installation/update visits at both homes.   **Learning and Development Manager**  *The Learning Station, London / Sept 2016 - Nov 2017*   * Achieved the largest single customer contract whilst selling professional courses and promoting our online portfolio tools. This greatly enhance the company’s reputation in the market for residential childcare courses. * Successfully streamlined the processes linked to the funded government programmes, so we were able to double our recruitment of candidates and process them quicker.   **Freelance Assessor/Trainer & Project Manager**  *Reetz Ltd., London / Mar 2009 – Sept 2016*   * Effectively project managed an SFA funded qualifications where staff/learners achieved 100% completion of their Diploma in IT & Telecommunications Level 2. Empowered them to work to higher standards at a faster pace, for cold calling child care organisations, whilst completing their qualification. Collaborated with a number of teams within Mapalim to fulfill their admin requirements through this programme.   INTEREST   * Recently Scrum Mastered a database design project which was piloting the Agile system of software development. Made use of sprints and backlogs to progress the project to completion. * Exploring new software trends to create real life solutions, including: dynamic website, NVQ diary, social care database, micro business apps |