

## **CURRICULUM VITAE**

**Name:** Mrs Sara Jane Oliver

**Profession / Training:** Software Development(Second

Class Honours - Diploma)

**Email Address:** s.oliver1@icloud.com

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### **Education:**

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|-----------|---|
| 2020-2021 | Diploma in Software Deveelopment, Code Institute - Second Class Honours.<br>Certificates from Code Academy(On-going). |
| 1975-1978 | Seymour Girls College, Secondary Education, Matriculation(A-Levels), Adelaide, S.A.                                   |
| 1970-1977 | Walford Girls School, Certificate of Primary Education, Adelaide, S.A.  |
| 1979-1980 | Kensington Arts School, Kensington, Adelaide, S.A.  |

### **Employment / Experience Record:**

**Year:** November 2020 - Present (3 months) **Position and Company:** Director: KUK Marketing  
**Responsibility:**Software Development. Looking for remote work opportunities in software development preferably in the United Kingdom.

**Year:** July 2009– January 2021, (Ongoing)

**Position and Company:** Hyde Park and Belgravia Property Consultants **Responsibility:** Co-Director - property acquisitions, identifying development & investment opportunities.

**Year:** February 2015 - July 2019 (4 years 6 months)

**Position and Company:** Communications, Media: The Belgravia Society: Celebrating the Past, Improving the Present, Engaging the Future; Belgravia, London. Produced monthly newsletter from June 2015 - 2019. Helped with organising events. Organised competitions for schools and liased with Head teachers. Brand development, design of web site / website traffic growth and advertising revenue. Developed brand strategy and statistics systems. Strategic Consulting, including business plan & sales strategy development.

**Year:** February 2014 – December 2017

**Position and Company:** Promotions: Sarah Farrugia and Co.

**Responsibility:** Brand Management, Promotions and Email Marketing based in Chelsea, London.

**Year:** January 2009 – January 2014

**Position and Company:** Communications: The Belgravia Residents Association; Belgravia, London. **Responsibility:** Brand development, web site traffic growth, web site UI and advertising revenue. Developed brand strategy and statistics systems. Strategic Consulting, including business plan, sales strategy development & social media including Twitter, Pinterest, Facebook. Promotional projects. Advising new businesses on formation of corporations and business structures, drafting privacy policies and structuring commercial transactions.

**Year:** January 1992 - September 1994 (2 years 9 months)

**Position and Company:** Marketing and Public Relations: Inference Consultants: Software Company: "From Conception to Completion": Intelligent Marketing Software.

**Responsibility:** Software Development and marketing, public relations based in Blythe Road, Kensington, London.

**Year:** September 1994 (2 years 9 months)

**Position and Company:** Marketing and Public Relations: Inference Consultants: Software Company: "From Conception to Completion": Intelligent Marketing Software.

**Responsibility:** Writing press releases, brand management and Promoting the new software brand at Olympic Marketing Fair for Business Engagement and Collaboration.

**Year:** January 1988 - December 1989 (2 years)

**Position and Company:** Promotions Assistant: English Speaking Union based in Charles Street, Mayfair, London.

**Responsibility:** Worked with a team under direction of the promotions director, organising and implementing the annual ESU Ball at the Grosvenor House Hotel. Raising funds for the exchange students from England and America. General marketing duties and contacting potential advertisers for publication in our magazine and contributing to the forthcoming annual Ball.

**Year:** March 1986 - December 1987 (1 year 10 months)

**Position and Company:** Account Executive: DBMB: Adelaide S.A.

**Responsibility:** *Hong Kong Shopping Spree* account - identified travel agents to take part in a shopping experience to recommended retailers in Hong Kong. The agents gave clients special books with listed retailers. This gave customers peace of mind to purchase expensive and quality products and services safe in the knowledge that they were purchasing from trusted businesses.

**Year:** January 1983 - January 1985 (2 years 1 month)

**Position and Company:** Marketing / Promotions Representative: Cartier

January 1983 - January 1985 (2 years 1 month)

Sydney, Australia

Promoting Cartier leather goods, perfume, jewellery to the discerning Australian.

Promoting to businesses, restaurants & the discerning public.

## **Education Details**

### **Code Institute**

**Diploma, Computer Software Engineering · (2019 - 2020)**

**CodeAcademy - certificates: Javascript / Comand Line C++ ongoing.**

**Kensington Art School -Adelaide, South Australia(1979)**

**comercial art coourse / magazine layouts and fashion**

**drawing / Marketing and Public Relations Course: Sydney**

**College(1986) N.S.W.**

**Seymour College - Matriculation 1978. Art, Economics, English, Biology.**

**Walford Girls School, Adelaide.**