

Silvia Miron

Address: Birmingham, B68

Mobile: 07542 840243

Email: silvia.miron@icloud.com

[LinkedIn](#) [GitHub](#)

Personal Profile

I have always been deeply passionate about software development and technology, driven by a fascination with how innovative solutions can transform lives and businesses. My journey into this field is built on a solid foundation of transferable skills gained from over four years of experience as an Administrative Assistant and Logistics Manager. These roles have honed my problem-solving abilities, organizational expertise, and adaptability—qualities that are essential for success in the tech industry.

I am currently in the final stages of a 12-week intensive Digital Skills Bootcamp in Software Development with Just IT training. Through this program, I am building on my existing skills and developing new ones to establish a career as a developer. I have completed several projects using HTML, Python, and JavaScript, which are showcased in my GitHub portfolio, demonstrating my ability to create functional and responsive applications.

Looking to further develop my technical skills as a Software Developer, I aim to apply my analytical and problem-solving skills to assist in the completion of complex projects while learning new technologies along the way. I am excited to combine my growing technical expertise with my diverse professional experience to contribute to a team that values innovation, collaboration, and continuous learning.

Key Skills

Technical Skills

- Microsoft office Suite (Word, PowerPoint, Excel, Outlook)
- HTML, CSS, JavaScript, Python
- VS Code
- Lightroom

Soft Skills

- Critical thinking, identifying the problem and finding innovative solutions
- Time management, prioritizing tasks and meeting deadlines, multitasking
- Teamwork and collaborations, working well in teams, delegation
- Customer service skills, patience, understanding client needs and responsiveness
- Adaptability and flexibility, open to change and always learning
- Communication, verbal and written communication
- Languages: English (Fluent), Italian (Native), Romanian (Native), Albanian (Intermediate), Spanish (Intermediate)

Training and Education

12/24-Present

Just IT Training Ltd, London

Digital Skills Bootcamp: Software Development

A twelve-week intensive bootcamp covering the fundamentals of Software Development.

- Development of HTML
- Introduction to HTML/JavaScript/CSS
- Developed a web-based product
- Database design
- Built a product using Python

09/08-06/11

BTEC:

ENAIP, Italy

Administration Assistant/ Assistant Accounting officer

- Accounting, controls and auditing, fiscal and employment consultancy
- Managing the front office and maintaining working relations with other institutions and internal offices and teams

Employment History

08/21-10/23

Administration Assistant - Office Manager

Nick Property Refurbish Ltd, Birmingham

- Highly organized and detail-oriented with extensive experience in supporting administrative operations within the construction industry.
- Strong multitasking abilities, efficiently managing schedules, documentation, and communications in fast-paced environments.
- Proficient in project coordination, ensuring seamless collaboration between teams, vendors, and clients to meet deadlines and objectives.
- Skilled in document control, maintaining accurate records of contracts, permits, and project-related paperwork to ensure compliance and accessibility.
- Technically proficient in office management tools and software, including project management platforms and accounting systems.
- Excellent communicator, maintaining strong relationships with stakeholders and contributing to a positive and efficient workplace.

09/16-12/18

Cashier Manager – Back and Front Office

DFS, Fondaco dei Tedeschi – Venice (Italy)

- Highly detail-oriented with expertise in ensuring accurate transaction handling and maintaining precise financial records.
- Strong leadership abilities demonstrated through training, motivating, and managing teams to achieve performance excellence.
- Customer-focused mindset with a proven track record of delivering exceptional service in high-pressure, luxury retail environments.
- Skilled problem solver adept at resolving escalated customer issues and operational challenges while maintaining efficiency.
- Technically proficient in POS systems and financial reconciliation software, ensuring seamless and accurate operations.
- Excellent communicator with strong interpersonal skills, fostering collaboration and positive client experiences.

07/11-08/16

**Administration Assistant
CST Logistica e Trasporti, Italy**

- Highly organized and detail-oriented with extensive experience in supporting administrative operations within the logistics and transport industry.
- Strong multitasking abilities, efficiently managing schedules, shipment documentation, and communications in fast-paced, deadline-driven environments.
- Proficient in logistics coordination, ensuring seamless collaboration between carriers, suppliers, and clients to optimize operations and meet delivery timelines.
- Skilled in document control, maintaining accurate records of shipments, invoices, and compliance paperwork to ensure regulatory adherence and operational efficiency.
- Technically proficient in logistics management software, inventory systems, and office tools, streamlining workflow and improving accuracy.
- Excellent communicator, fostering strong relationships with stakeholders, vendors, and team members to support efficient and reliable transport operations.

Interests, Hobbies and Achievements

Hobbies: Reading, Writing, Travelling and Personal Training, Learning new languages

Additional Info: Diploma in Personal Training and Fitness Instructor (2018)

References available upon request