TEANNIE BINNS

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SUMMARY

With a robust background in Education, I bring over 15 years of experience in diverse professional settings. I am working towards transitioning careers to pursue my passion for Software Development, showcasing a commitment to continuous learning and adaptability. I recently earned a certificate in Front End Web Development from edX. I have a strong work ethic, a passion for responsibility, and a keen desire for ongoing professional development while being an Innovative problem-solver who is passionate about technology and skilled in problem solving.

SKILLS

Front-end: HTML, CSS, jQuery, API's, JavaScript, Conditional statements, Arrays, Loops, Local Storage
UX design: Photoshop

PROJECTS

ExplorEasy (Group project) | Deployed Link | Github Repository   **February 2024**
- Created an interactive app that allows users to explore new places
      Skills: API's, HTML, CSS, jQuery, JavaScript

Weather Dashboard | Deployed Link | Github Repository   **January 2024**
- Created a weather dashboard with live weather reports
      Skills: API's, HTML, CSS, jQuery

API Coding Quiz | Deployed Link | Github Repository   **January 2024**
- Created a timed code quiz with local storage high scores.
      Skills: API's, HTML, CSS, JavaScript, jQuery, Local Storage

Password Generator | Deployed Link | Github Repository   **December 2023**
- Created an application where a user can generate a random password based on criteria they've selected.
      Skills: HTML, CSS, JavaScript,

EXPERIENCE

CST Training, London, UK

Customer Service (Part-Time)   **February 2023 - Present**
- Successfully proposed innovative solutions to reduce call wait times and complaints with errors in the course login process.
- Demonstrated a strong comprehension of automation for the CRM.
- Showcase proficiency in various IT systems and programs, including databases, CRM (HubSpot), Excel, Word, and Google workspaces.

CC Foundation, London, UK

Success Manager   **August 2022 – January 2024**
- Established and coordinated charitable initiatives.
- Successfully screened and shortlisted 100+ applicants for an apprenticeship program at a prominent global brand.
- Provided mentorship to apprentices throughout their program, offering guidance and support.

Dulwich College, Dulwich, UK

Website and Digital Communications Assistant (ad hoc)   **October 2020 - February 2023**
- Contributed to the archiving process for outdated web pages, ensuring an organised and accessible digital repository.
- Conducted regular audits to ensure accuracy and relevance of online information.
- Assisted in the enhancement and update of college intranet pages to provide current and informative content.

HR Compliance Administrator / Payroll Assistant (promotion)   **October 2017 - February 2023**
- Compiled pension information from payroll for submission to pension providers.
- Prepared and submitted P11D returns of benefits, utilising various programs and databases for accurate reporting.
- Performed updates and sustained databases, ensuring comprehensive documentation of detailed notes.

HR Compliance Administrator   **June 2015 – October 2017**
- Conducted audits on the Safeguarding Central Register, ensuring accuracy and compliance.
- Initiated and managed the renewal of DBS checks, employing spreadsheets and formulas to track expiration dates.
- Verified and maintained the accuracy of data for the integrated HR and payroll platform.

CERTIFICATIONS

Front End Web Development   **EDX · 2023-2024**
Introduction to Git, Bootstrap, API's, jQuery, JSON, AJAX, JavaScript, Node.js, ES6, OOP, React.JS, Python, SQL,

FreeCodeCamp   **2023-2024**
Responsive Web Design Certification – (HTML, CSS)
JavaScript Algorithms and Data Structures – (JavaScript, OOP, API)

EDUCATION

Media - BTEC   **Lesoco · 2004**

Information Technology - BTEC   **Croydon College · 2002**

GCSE- 5, A-C's   **Erith School**