ANDI BUCHANAN

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PERSONAL PROFILE

I'm a graduate of Enspiral Dev Academy, excited at the prospect of a career in web development and exploring new projects. I'm currently working on two part-time contracts, both building web apps largely in PHP, but am looking for an ongoing role. I love problem solving, finding more effective ways of accomplishing a task or project - and, of course, coding; I'm currently learning both Ruby on Rails (which I'm using to build a submission management app) and Angular. My experience in the tertiary education sector has taught me to consider a range of experiences and backgrounds among customers and colleagues, and I'm passionate about applying this every time I build a website or app I'm looking forward to new opportunities to learn and to use my skills.

TECHNICAL SKILLS

- JavaScript (including node.js, express.js & React) and PHP
- HTML5 & CSS (including use of frameworks such as Bootstrap and Skeleton)
- Web Accessibility & Usability
- Version control and effective collaboration using Github.
- Testing using Tape, Mocha & Chai and an emphasis on Test Driven Development.
- Creating and using databases including MySQL/PostgreSQL & MongoDB. Understand the advantages and disadvantages of SQL and NoSQL solutions.
- Currently expanding my skills by learning Angular and Ruby on Rails.

PROFESSIONAL SKILLS

- Experience of multiple aspects of Agile methodology, including Kanban boards, pair programming, timeboxing and scrum events.
- Able to take the initiative, whether coming up with new ideas and establishing systems or reacting to and solving issues that may occur in a creative, appropriate and professional manner. Strong self-management skills, very capable of managing own workload, but also seamlessly moving between that and more team-based work.
- Proficient systems based approach, creating, implementing and utilising tools to manage and track processes.
- Excellent written communication skills, with an ability to adapt for audience and format. Have created a number of written guides and information sheets for students, and have frequently been called upon by co-workers for assistance writing web content.

WEB DEVELOPMENT EXPERIENCE

2017   Web Developer (contract)
GSN Ltd
A contract role working on a building/tenant management application built in PHP. This role requires fast self-taught learning of PHP and application of this knowledge to the specific dynamically generated nature of the app, understanding of Material design, and strong communication skills to correctly ascertain the requirements of the owner.

2017   Web Developer (contract)
Artmap
Working on a contract basis to develop a website and application to locate art galleries in the Wellington region. Involves working on custom pages created in PHP, creating custom maps using the Google Maps API, and on editing Wordpress themes and plugins, with particular focus on responsive design.

2016   Web Development Bootcamp
Enspiral Dev Academy
Intensive programme covering a range of technologies and skills including: HTML, CSS, JavaScript, node.js, React, Agile methodology, SQL, pair programming and more. Over the nine weeks, I worked on both individual and group projects, ranging from a web app for finding people with particular skills across an organisation or community, to a crowd funding website for dental surgery costs.

OTHER EXPERIENCE

2012-2016   Manager, Graduation Services
Student Academic Services, Victoria University of Wellington
Managed a small team with responsibility for student-related graduation processes, including maintenance of graduation status on student records, applications for graduations, student communications, printing and issuing of certificates. This was a high-pressure role involving tight deadlines, high visibility of results, and the need to respond appropriately and sensitively to concerns, special circumstances and disputes.

Key achievements:

- Reduced student enquiry emails by 50% by setting up systems for proactively communicating information, and ensuring timeframes of when information would be communicated would be made available.
- Initiated and managed the move from a largely paper-based department to one that made better use of electronic systems. This included learning new Excel skills, replacing paper forms with web-based ones, and managing risk as systems changed.
- Managed unexpected and urgent situations promptly and fairly, while being sure to maintain strong communication and seek approval or advice where needed. These included situations such as a terminally ill student needing to graduate urgently, or an extreme weather situation resulting in a number of students unable to attend graduation.
- Noticed potential for improvement of formal statutes and processes, and worked on amendments, including consultation with affected parties and navigating the process to see formal approval.

2009-2012   Senior Administrator: VIAF Programme
School of Economics and Finance, Victoria University of Wellington
Responsible for administration of a post-experience programme in finance, as well as other duties within the admin team, such as production of the school newsletter. Role included managing enrolment procedures, distribution of materials, organisation of events, promotion of the programme and providing assistance to staff and students as required.

Key achievements:

- Initiated and implemented transition to electronic submission and return of all assignments, taking in to account, and making adjustments to accommodate, the concerns of lecturers.
- Arranged the transfer of students when a course had to be cancelled at short notice, using survey tools to gather information and consulting extensively with staff in other departments regarding procedures.
- Devised and implemented a system to rank applicants to ensure admissions to this competitive programme were assessed objectively

- Substantially reorganised and rewrote the relevant pages on the school website, being mindful of audience and needs. This included a frequently updated box giving information on the status of student applications.
- Created a course advice document which gave information not only about individual courses, but how to go about selecting an appropriate programme of study.
- Suggested and set up a video conferencing link to ensure a critical class could still go ahead when the lecturer was stranded overseas.

2007-2009   Services and Insurance Administrator
Victoria International, Victoria University of Wellington
Ensured that international students held an appropriate insurance policy, consistent with the Code of Practice for the Pastoral Care of International Students and provided assistance with making insurance claims. Co-ordinated a small team to meet all new students at the airport and ensure they reached their accommodation. Met with students who were struggling academically as part of 'academic monitoring' to provide assistance and refer to support services as appropriate.

1999-2007   A number of short term/part time roles while studying, mainly in administration and customer service.

E D U C A T I O N

2012-2014   MA in English Literature   Victoria University of Wellington
Awarded with Merit 2015

2010-2011   BA(Hons) majoring in English   Victoria University of Wellington
Awarded with First Class Honours 2012

2004-2007   BA majoring in English Literature   Victoria University of Wellington

2008-2015   A series of Professional Development courses, including:

- Project Management for Administrators
- Leading Through Influence
- Introduction to Graphic Design
- Disability and Inclusion: Ideas and issues for service provision