



About Me

I'm a Junior Front-end Developer looking for my next exciting role.
I have experience working with HTML, CSS and JavaScript, both front and back-end.

Contact Details

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Download Resume

WORK

Chartered Accountants ANZ

Web Administrator • July 2016 - Present

- Uploading content into the Sitecore CMS
- Editing and creating HTML and CSS for website content and EDMs
- Scheduling and final approvals of EDMs via Marketo
- Editing of website copy
- Image editing with PhotoShop
- Ensuring all content on the website adheres to company style and brand guidelines
- Advising stakeholders in regards to best practice for writing for the web

Pixgraphix Ltd

Front-end Developer • January 2016 - July 2016 (Freelance)

- Resizing of images for web
- Extracting hex codes from Photoshop files for use in CSS
- HTML5 & CSS3 coding of responsive websites from design wireframes
- Coding of JavaScript and JQuery for additional functionality
- Development of small business websites in WordPress
- Copywriting for websites and SEO management
- Interaction with clients to develop websites as per company requirements

Electrix Ltd

Document Management Coordinator • April 2014 - January 2016

- Design and management of Change Control, Implementation, and Document Routine Review processes for Internal and External Document Management to align with ISO 9001
- Maintenance of Internal Documentation Database, including version control, publishing, review cycles, and data analysis
- Management of divisional documents and final approval of formatting and editing
- Defining of requirements for customised SharePoint document repository; collaboration with SharePoint developers to design the document repository and change control workflows; preparation of documentation for transition to SharePoint; training of all stakeholders in the use of SharePoint in regards to Document Management
- Writing of procedures and work instructions in relation to Document Management
- Consultant to other Electrix divisions in regards to best practice for Document Management
- Reporting and analysis of Document Management data to Electrix and Vector senior management
- Primary liaison with Vector regarding updating and review Electrical Safety Standards
- Responsible for all publishing and printing of divisional documentation

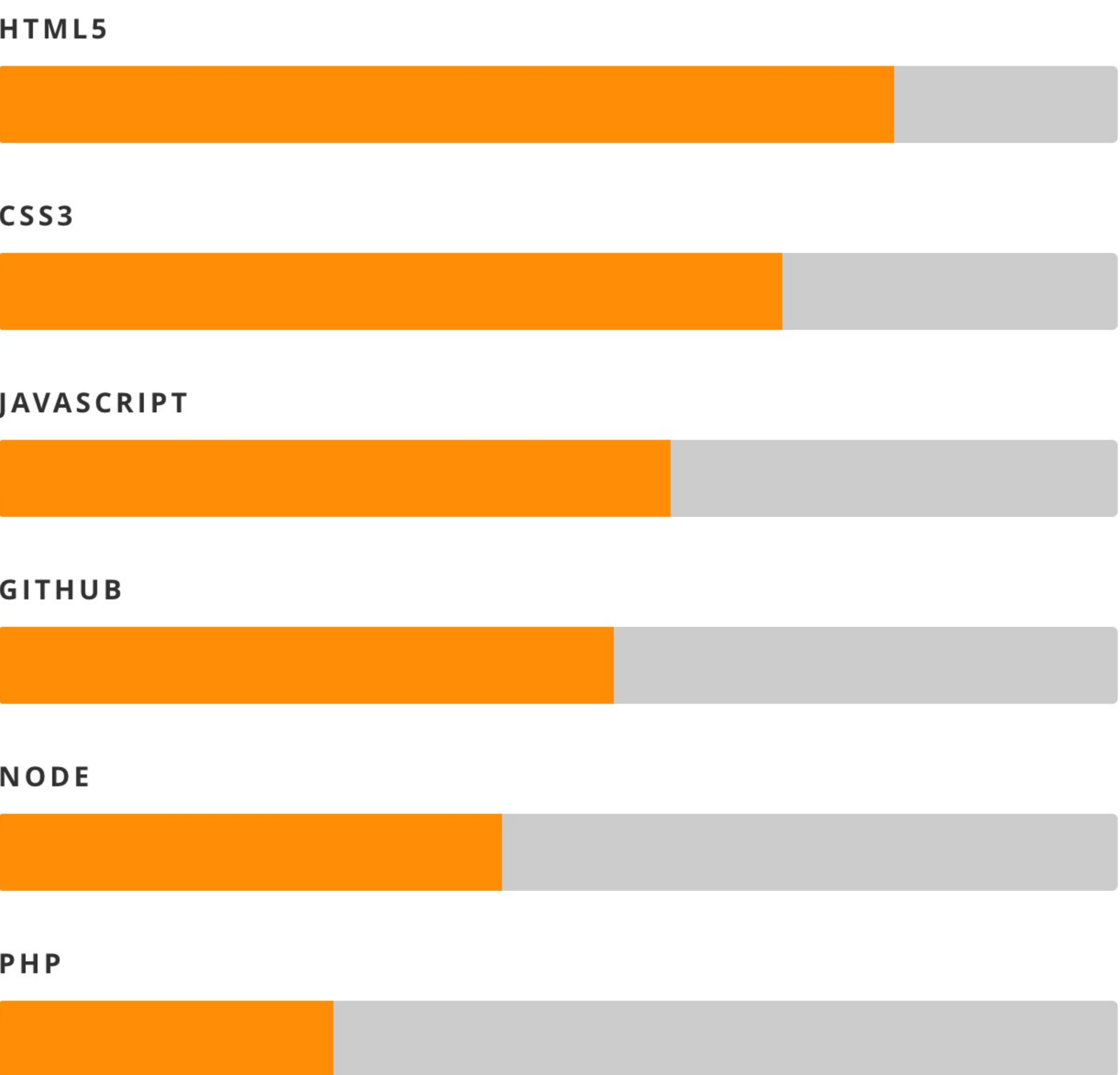
International Accreditation New Zealand

Programme Coordinator • June 2012 - April 2014

- Administrative support to a team of 10-15 Assessors and two Programme Managers
- Maintenance of confidential assessment records in compliance with ISO 17011 and 9001
- Quality assurance and distribution of documentation, including Schedules of Accreditation and Accreditation Certificates to clients
- Maintenance of CRM and website content
- Data analysis of Corrective Actions to be presented to representatives of Ministry of Business, Innovation and Employment

SKILLS

I have experience working with HTML5, CSS3 and JavaScript on both the front and back-end. I also have a firm grasp of object orientated JavaScript, as well as a working knowledge of JQuery. I have beginner knowledge of PHP, in particular form submission and the use of includes, and I use Git (and Github) regularly with my projects.



EDUCATION

Rails Girls

Wellington Workshop • 2017

Treehouse

HTML, CSS, JavaScript • 2015 - Present

Udemy

JQuery, JavaScript, Node.js • 2015 - Present

Yoobee

Front-end Development Bootcamp • 2015