



NAOMI WICKHAM

FULL STACK WEB DEVELOPER

PROFESSIONAL SKILLS

UX/UI Design and Implementation
HTML5
CSS3
JavaScript
jQuery
Python
Flask
Django
Relational and Non-Relational Databases
Bootstrap
E-commerce
Continuous Integration

PERSONAL SKILLS

Initiative
Leadership
Team Player
Emotional Intelligence
Excellent Communication Skills
Reliable and Professional with a sound work ethic
Problem-solving and Negotiating
Self Motivating
Adaptability

CONTACT

P: +44 7504229074
E: ns.wickham08@outlook.com

SOCIAL

<https://www.facebook.com/Jamo85>
<https://github.com/blueag8>

ABOUT

As a recent graduate from Code Institute, I am currently building up my portfolio and continuing to develop and broaden my skillset through both self-teaching and developing a few private websites.

I am seeking a part-time position to help me gain more insight and valuable skills. Previously experienced in customer service/management including self-employed, and having various temping positions in office-based jobs whilst on a working visa in the United Kingdom, I decided that I no longer wanted to continue working in retail (shop front) positions.

Regularly having ideas for apps, I decided it would only make sense that I look into learning how to produce them myself rather than having to pay someone else to do it for me. Whilst being pregnant and in Australia waiting on a spousal visa to return to the United Kingdom, I took the opportunity to start self-education via online resources and through the sources of the university accredited, Code Institute Software Developer Diploma.

The world has and is continuing to change. Technology and science are making our lives easier and makes us rethink the way we go about our daily lives. For me, I needed to rethink my career and what I wanted from life. Not only does web development allow me to be creative it allows me to be a part of something that may help, inspire or improve people's lives. We all wish we could "change the world", well I am a believer that technology has the power to change the world.

EDUCATION

FULL STACK SOFTWARE DEVELOPMENT DIPLOMA

CODE INSTITUTE | 2018-2019
SECOND CLASS HONORS

CERTIFICATE OF COMPETENCY CLERICAL PROCESSING (OFFICE ADMINISTRATION)
TAFE SA |

CERTIFICATE 3 BUSINESS ADMINISTRATION
TAFE SA |

HIGHER EDUCATION CERTIFICATE
NARACORTE HIGH SCHOOL | SOUTH AUSTRALIA



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WORK EXPERIENCE

TEMP JOBS (LONDON) | AUSTRALASIAN RECRUITMENT COMPANY | JAN 2017 - SEP 2017

Answered and managed incoming and outgoing calls whilst recording accurate messages.

Opened and properly distributed incoming mail.

Franking

Booking taxis & same day couriers

DHL bookings and collections

Sainsbury order/deliveries and unpacking

Booking and managing meeting room requests which sometimes required negotiation skills

Preparation of Coffee & Tea for meetings as requested

Pret orders for breakfast or lunch requests for scheduled meetings

Greeted numerous visitors, including VIPs, vendors and interview candidates. Issued appropriate security passes and accurately kept the log books

Maintained a clean reception area, including lounge and associated areas

Screened all visitors and announced them to the correct employee or office via phone and/or email. Providing a VIP welcome to all visitors

Digital filing and maintenance

Companies have included Net-a-porter, Cognizant, BuroHappold and Score

Availability Matching Officer (Deliveroo Head Office)

Taking and Making calls in a professional manner to New Contract Riders for Onboarding, confirming administration details and discussing a mutually agreed time and zone for them to work.

Creating on-line accounts with access to a schedule for riders
Helping new riders with troubleshooting of the phone App and assisting in the creation of their online schedule access.

Reading and interpreting of supply and demand information.

General administrative duties including updating the Google Spreadsheet with up-to-date and accurate information



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WORK EXPERIENCE

PETER ALEXANDER | THE JUST GROUP PTY LTD | 2011- 2016

Store Manager | Assistant Store Manager
Fostering excellent customer relationships

Providing advice and selling couture fashions\

Delivering exemplary service that generates return and referral business
Training new staff

Merchandising to feature products to best advantage

Cash-handling, till use and accurate record-keeping

ENTREPRENEUR | BOOTIQUE | 2006 - 2011

Opened and owned a small retail store supplying shoes and accessories

Record keeping through MYOB including entering and allocating invoices and paying invoices and expenses.

Payroll through MYOB

Website maintenance

Buying stock and sourcing new suppliers

Meeting with suppliers

Providing exceptional customer service and building repeat business

Thinking of clever marketing ideas to promote the business through social media and local hardcopy publications

Counted cash drawers and made bank deposits

Conducted stock inventories once per quarter

Instructed staff on appropriately handling difficult and complicated sales.

Assigned employees to specific duties to best meet the needs of the shop



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AWARDS

NEW BUSINESS INITIATIVE
Naracoorte Lucindale Business & Tourism Awards | 2007

PEOPLE CHOICE AWARD
Naracoorte Lucindale Business & Tourism Awards | 2009

YOUNG BUSINESS WOMAN OF THE YEAR -nomination
Women In Business & Regional Development | 2011

BEST VISUAL MERCHANDISING-Peter Alexander
Canelands Central Award| 2012 & 2013

VOLUNTEERING

NARACOORTE LUCINDALE BUSINESS & TOURISM COMMITTEE
2007 | 2008

ASSISTED PROGRAM MENTOR
For a year 7 student at Naracoorte South Primary School | 2010

NARACOORTE NETBALL CLUB COMMITTEE
Vice President | 2009

SERVE THE CITY WEEK
Brussels | 2016

INTERESTS

BUILDING RELATIONSHIPS
SELF-IMPROVEMENT
TRAVEL
READING, MUSIC, ART
SOCIALISING
FITNESS
VOLUNTEER/COMMUNITY WORK
LEARNING LANGUAGES