

# CONNER BURT

JUNIOR WEB DESIGNER | WEB CONTENT ADMINISTRATOR | DIGITAL ADMINISTRATOR  
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## PROFILE SUMMARY

A proactive, passionate, and dedicated individual with a passion for software development and programming. Skilled in customer service and ideation with a proven track record of collaborating cross-functionally to achieve organisational objectives with the ability to excel in high-stress environments. Proficient in basic web design, formatting, and administration, additionally working towards qualifications in HTML, CSS and JavaScript. Demonstrably characterised as a goal-oriented, attentive and proactive fast learner. Seeking the opportunity to be onboarded by a company that values professional progression, process optimisation and inclusion to contribute existing and newly acquired skills.

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## PROFICIENCIES

- Cascading Style Sheets [CSS3]
  - Formatting Web Pages
  - Basic Web Design
  - CSS Identifiers
  - Hyperlinks
  - JavaScript
  - HTML 5
  - Python
  - Microsoft Word
  - Microsoft Excel
  - Microsoft Teams
  - Microsoft Outlook
  - Microsoft PowerPoint
  - Zoom
  - Critical & Analytical Thinking
  - Methodical Approach
  - Time Management
  - Strategic Planning
  - Customer Service
  - Problem-solving
  - Communication
  - Deadline-Driven
  - Detail-oriented
  - Organisation
  - Adaptability
  - Leadership
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## EDUCATION & TRAINING

<b>Web &amp; Software Development Programme</b>   ITonlinelearning Ltd.	2022 – Current
<b>Bachelor of Science in Games Technology</b>   Bournemouth University	2015 – 2019
<b>BTEC Creative Media Production Games</b>   Swindon College	2013 – 2015

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## DESIGN PORTFOLIO

- Embedded documents within the HTML documents by using Iframe tags to specify inline frames whilst creating and adding links, images, and other media to the website
  - Utilised HTML to develop the website content including a landing page with three additional pages namely contact, about, and FAQ
  - Created, edited, and manipulated web typography as well as created and embedded link lists and tables into pages
  - Maintained site formats and structural integrity by defining elements and content using the CSS3 box model
  - Kept site load times to a minimum by effectively implementing CSS3 syntax to style website pages
  - Developed a personalised website as part of the web development programme final assignment
  - Utilised multiple style attributes to set the style of HTML elements and therefore style webpages
  - Explored various website hosts taking into consideration type, security, features, and pricing
  - Determined the theme of the website in order to be eye-catching and user friendly
  - Used CSS3 Dynamic Properties using transformations, transitions, and animations
  - Created HTML webpages using HTML Editors Visual Studio and Brackets
  - Selected a subdomain in order to obtain the domain URL.
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## WORK EXPERIENCE

<b>Fulfilment Associate</b>   Amazon	2021 – Present
<ul style="list-style-type: none"><li>• Deciphering work orders to determine how to process them appropriately (by confirming that the merchandise information matches)</li></ul>	

Thank you for your  
consideration.

- Identified root cause and provided solutions to inventory queries such as no destination items, incorrect ASIN labels, damaged goods as well as the lack of expiration dates to food and health products
- Raised and resolved tickets for missing or damaged products in a timely and effective manner, updating vendors on required replacements in order to maintain good stakeholder relationships
- Ensured that stocks and inventory were well-organised by keeping a careful record of the stock on the management system so as to ensure quick and accurate location of goods
- Performed stock audits such as simple bin counts, cycle counts, pallet audits, transshipment audits and damages to ensure products were received and stowed correctly
- Executed tasks in strict accordance with both Amazon and State health and safety to maintain the agreed standards of quality and practices
- Generated reports to provide feedback to vendors with regards to shipping errors, missing products and incorrect product information
- Improved operational performance and ensured issues were resolved promptly to meet company deliverable timelines
- Routinely collaborated with cross-functional teams to accomplish daily objectives and meet organisational goals
- Utilised various digital tools such as Excel to track inventory issues effectively and accurately
- Organised incoming deliveries and arranged them in the designated storage facilities
- Managed the quality and control of the products dispatched by vendors
- Processed, packaged, and dispatched orders in a timely manner
- Ensured all elements were collated prior to packing.

#### Sales Assistant | Dixons Carphone

2019 – 2021

- Greeted clients entering the shops with a friendly, engaging approach to ensure optimal customer satisfaction
- Involved in stock control and the management thereof alongside colleagues and management
- Assisted customers in making sound decisions about the products they desired through active listening and knowledge of in-store goods
- Maintained FCA regulations by learning and passing compliance with Credit as well as warranties
- Communicated with brand representatives from various TV Brands to assist in sales
- Stocked shelves with merchandise ensuring they were clean, attractive, organised, and maintained at all times
- Resolved client queries and complaints pertaining to products and protocols including dealing with refunds and returns
- Attended regular meetings with the manager informing us of specific items which had to be sold in order for staff to receive bonuses
- Maintained cleanliness on the shop floor and the stockroom including hovering
- Attached price tags to merchandise being sold on the shop floor and shelves
- Worked within established guidelines, particularly with differing brands
- Reported issues or potential problems to the manager or supervisor
- Kept up-to-date with special promotions and displaying these
- Processed cash and card payments on occasion.

#### Sales Assistant | Mountain Warehouse

2017– 2019

- Greeted customers and answered questions pertaining to stocks & company policies
- Stocked products and merchandise in an orderly and attractive fashion to draw customers in, including the organisation of displays
- Remained up to date regarding knowledge of products and sales available at any given point in time
- Created appealing and eye-catching visual displays that led the customer through the entire store
- Produced window displays, signs, interior displays, floor plans and special promotions displays
- Altered displays to promote new product launches and reflect festive or seasonal themes
- Worked closely alongside management to achieve commercial
- Worked in a technical outdoor store for clothing as well as camping

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## LANGUAGE

English (Fluent)

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## HOBBIES

Gym | Going Out | Personal Development

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## REFERENCES AVAILABLE UPON REQUEST

Thank you for your  
consideration.