CAITLIN ANDERSON
WEB DESIGN GRADUATE

PERSONAL STATEMENT

Motivated Web & UX Design graaduate from Yoobee Colleges with a strong foundation in frontend development, UI/UX design, and content management systems. I bring a keen eye for detail, excellent communication skills, and a client-focused mindset. With proven experience in customer service and a growing portfolio of digital work, I'm ready to step into an IT or office-based role where I can apply both my technical and interpersonal strengths.

CONTACT

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WORK HISTORY

Front of House Member
Fermented Bar & Eatery | Mar 2022 - Present

- Delivered excellent customer service in a fast-paced, customer-focused environment
- Managed bookings and event setup for groups of all sizes
- Assisted with tech troubleshooting and supported menu updates
- Applied design skills to create promotional posters and update food/drink menus

Front of House Member
Cafe Equinox | Oct 2021 - Jan 2023

- Part time, first job, gained foundational hospitality experience while studying
- Maintained high food safety and hygiene standards
- Provided professional, friendly service and worked effectively under pressure

EDUCATION HISTORY

Heretaunga College
Jan 2020 - Dec 2022
NCEA Level 1, 2, 3, 4,5,6

- NCEA Level 3 with all necessary UE credits
- NCEA Level 2 with overall Merit Endorsement and Achieved Endorsement in English

RELEVANT QUALIFICATIONS

Yoobee Colleges, Wellington | Feb 2023 - Dec 2024

NCEA Level 6 Diploma Web & UX Design

- Foundation coding; HTML, CSS, JavaScript, jquery and React + Vite
- Content Systems Management eg; Wordpress
- Client Communications through contracts, website proposals and email communication
- Data Creation and Management through MongoDB

NCEA Level 5 Diploma Web & Graphic Design

- Basics of design, how to design to a client's needs/wants and how to research for users
- Adobe Suite Software
- Figma Prototyping Software

KEY SKILLS & KNOWLEDGE

- **Web Development:** HTML, CSS, JavaScript, jQuery, React + Vite
- **Design & UX:** Figma, Adobe Creative Suite, responsive design, prototyping
- **Systems:** CMS (e.g. WordPress), MongoDB, basic tech troubleshooting
- **Office & Communication:** Organised, reliable, strong written and verbal communication
- **Professional Attributes:** Friendly and professional, team-oriented, adaptable, time-efficient
- **Certifications:** First Aid Trained