**Chantel Boiro**

North London

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[**Portfolio**](https://chantel.one) [Linkedin](https://www.linkedin.com/in/chantel-boiro/)

**Personal Profile**

Past: Over my work experience I have developed skills in Microsoft Word, Excel, PowerPoint and Outlook; and I also have experience in Google Drive, Docs and Sheets. I have used a number of Customer Relationship Management systems with the most recent being Pipedrive where I kept a record of my clients and the progress of their insurance applications.

Present: Currently I am developing my passion for IT, having recently graduated from a 12 week Digital Skills Bootcamp which started in October 2021. At the bootcamp I created a number of projects using HTML, CSS , JavaScript and Python; and during my self-study time I solidified what I have learned in class as well as investing in a couple other online classes through Udemy. I am very interested in developing my JavaScript skills further and progressing into a Frontend Developer role.

Future: I see myself working within a dynamic and challenging environment, working within a collaborative team on a range of websites, platforms and or applications. I look forward to developing my skills in the languages I currently have experience using, and learning languages or programmes that will be beneficial to the business I am working within.

**IT Skills**

**Software Development Skills:**

**Web Technology:** Over the 12 weeks I was exposed to the following technologies: HTML5, CSS3, JavaScript and Bootstrap; and for the backend Python and MySql.

**Core Programming Languages:**  As I have grown to enjoy the creativity in Front End Development my core languages are JavaScript, and I am currently continuing to learn this skill and I will be learning JQuery next.

**Projects:** I have created my own Portfolio using HTML, CSS3 and Bootstrap. I have also built a couple other one page websites, one with and another without Bootstrap. I enjoy taking on challenges from the Frontend Developer site too, as it has helped me to hone in on my styling skills.

**Education and IT Training**

**10/21-Present Just IT Training Ltd, London**

**Digital Skills Bootcamp: Software Development**

A twelve week intensive bootcamp covering the fundamentals of Web and Software development.

**09/12-06/13 West Herts College, Watford**

**BTEC Level 2** Art & Design (Distinction\*) Mathematics (Level 2)

**09/11-06/12 West Herts College, Watford**

**BTEC Level 1** Art & Design(Pass) Literacy (Level 2) Maths (Level 1)

**09/93-05/98 Cardinal Wise RC High School, Greenford**

**GCSE:** Up to GCSE level in all subjects including Maths and English

**Employment History**

**11/21-Present Weekend Trading Assistant**

**Sainsbury**

* Joined the store as a Christmas temp, and have since been offered an extension to my contract which I continue to work on the weekends
* Responsible for stock replenishment and assisting customers with enquiries

**03/21-Present Self Employed, Remote**

**Virtual Personal Assistant**

* Self-Employed Virtual PA offering customer service and administrative support for one client in financial services
* Utilisation of my written and verbal communication skills by liaising with clients, and team members, via email and by phone
* Relationship management - being the first point of contact for present and past clients

**01/17-10/21 Genistar, Remote**

**Financial Educator and Planner**

* Responsible for creating my own workload; managing my time and arranging meetings with clients, working on referrals only.
* Friendly and empathic approach to working with clients
* Worked closely with the recruitment team to support the training and supervision of team members; organising and delivering training, group sessions and one to one coaching

**10/16-11/16 Happy Homes, London UK**

**Temporary Recruitment Administrator**

* Utilised organisational skills to manage receptionist duties with administration tasks
* Worked within a team of Recruitment Consultants responsible for contacting referees and cross-checking candidate’s employment references
* Applied my written communication skills to writing and posting job advertisements on to job boards daily

**01/16-04/16 NonStop Recruitment, Prague Czech Republic**

**Recruitment Resourcer**

* Using my customer service and communication skills to establish candidates needs
* Using my IT and research skills to match candidates to live roles on the database
* Using my organisation skills to ensure I was able to manage my candidates effectively

**09/15-12/15 Listen, London UK**

**Telephone Fundraiser**

* Calling potential long term supporters to spread awareness of the work of the charity
* Signing up new supporters as monthly donors
* Updating bank accounts details onto database

**06/14-07/15 TCHC, Watford UK**

**Youth Recruitment Adviser**

* Worked in a team of recruitment advisers sourcing vacancies for the cohorts of young people we worked with
* Developed my ability to establish and maintain effective and professional relationships with employers and partner organisations.
* Maintained weekly communications with learners via the phone

**02/13-03/14 Future Homes & Zenith Windows, Watford UK**

**Self Employed Telephone Canvassing Agent**

* Making a high volume of calls to potential customers with the aim of generating new leads
* Communicating with customers in a professional manner, including the more difficult customers who may not have appreciated a cold call at that time

**Interests and Achievements**

**Computing:** As part of the 12 week Bootcamp I am sharpening my skills by following tutorials and creating small projects. I am also interested in Creative Coding which I have bought an online course to learn how to use JavaScript to create art work.

**Hobbies:**  As well as my creative interests I am also still keen to work with people to teach them about Financial Education. In 2021 I had my first public speaking engagement where I created a presentation called ‘How to Build your Financial House’ where I spoke to a christian women's group. I would like to do more public speaking in the future.

I’m also keen on improving my health and have started to learn to lift weights at the gym.

**Additional Info:**

**References available upon request**