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# CHARLOTTE JACKSON

## JUNIOR DEVELOPER

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### PROFILE

I am currently a student of Code Institute studying Front-End and Back-End technologies. I'm working full-time as a Senior Document Controller at renowned Architects', Pascall & Watson, while studying and building my Developer Portfolio.

[LinkedIn Profile](#)

[GitHub Repository](#)

### CONTACT

charlottejackson26@outlook.com

*[please email me for my mobile  
and/or address]*

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### EDUCATION

#### Code Institute — anticipated completion: 03/2020

Diploma in Full Stack Software Development

GitHub repository

#### Redwood Education & Skills

Apprenticeship in Business Administration NVQ Level 2 & 3

Diploma – Distinction (City & Guilds)

#### Harlow College

AutoCad Level 2 (City and Guilds)

### TECHNOLOGIES

HTML; CSS; JavaScript; React.js, Python;  
GitHub; git; Amazon Web Services; Revit;  
AutoCAD; Balsamiq

### SOFT SKILLS

Teamwork; Time Management; Project  
Planning; Senior Management; Leadership;  
Analytical; Information Management

### EMPLOYMENT HISTORY

Feb 2019 -  
Present

#### Senior Document Controller

- Managing Project Manchester Airport Terminal
- Responsible for coordinating the distribution of documents within the team and to outside parties using the appropriate online Document Management Systems
- Focal point for project and ensure doc numbers, revisions, status etc are correct before issuing to the client(s)
- Attend BIM execution meetings and agree/comply to procedures and deadlines

Dec 2018 –  
Feb 2019

*[2 Months travelling Asia & New Zealand]*

December 2015 –  
November 2018

#### Regional UK Lead Document Controller Buro Happold, Fitzrovia, London

- Based at London Office, visits to Bath Head office, reporting to Line Manager for a team of 10 Document Controllers based across the UK

- Received Revit 2017 training
- Daily use of platforms 4Projects, Conject, BIW & Aconex
- Maintain spreadsheets and records for RFIs and distribute accordingly
- Act as the focal point for the Project team, inc. Engineers, Technicians & Directors
- Constant communication with clients to ensure their needs & deadlines are met
- Assist the Information Management teams
- Bi-weekly meetings with Document control team to discuss workload and possible improvements to procedures

July 2013 –  
November 2015

**Document Controller to Senior Document Controller from June 2015**  
**Barratt London , Stratford, London**

- Promoted to Senior Document Controller in June 2015
- Manage a team of 3 Document Controllers
- Site based, Greenland Place development - over 650 private and shared ownership units
- Successfully manage all new documents issued via the online document management system, DocElite
- Liaise with Architects/M&E consultants/Structural Engineers/Sub-contractors to guarantee drawings are on schedule
- Create presentations for Directorial meetings

July 2011 –  
July 2013

**Document Controller and AutoCAD technician**  
**Atelier Ten, MEP Consultancy, Shoreditch, London**

- MEP AutoCad support
- Develop, manage, maintain and administer databases of technical documentation registers
- Document Control / Project manage ensuring deadlines are met
- Upload and download documentation to the relevant online systems including Buzzsaw, BIW/Conject, Aconex etc.
- Maintain relationships and communication with clients/contractors

May 2010 –  
July 2011

**Business Coordinator/P.A. – Business Admin NVQ Placement**  
**IUVO Marketing Ltd. Canary Wharf, London**

- Supervise colleagues ensuring work set is completed and meet deadlines
- Client action plans: ongoing updates, action tasking and communication with all clients
- IUVO Marketing action plans: ongoing updates, action tasking and communication within the business and its stakeholders
- Management of all NDA's with stakeholders and clients
- Maintaining relationship and communication content with trade websites such as IFAlife.com and Twitter
- Create PowerPoint presentations for the founder and clients