

Chloe-Jayne Shellard

HEALTH AND WELLNESS MANAGER

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EXPERIENCE

Code Institute, Remote—

Diploma in Software Development-Advanced Frontend

October 2021 - CURRENT

I am Studying part-time to get my Diploma in Software Development-Advanced Frontend. To date, I have completed 3 major projects for both frontend and backend using a combination of HTML, CSS, Javascript, Python and more.

Please refer to my website for more insight into what I have achieved so far, and what I am currently working on.

<https://chloe-js.github.io/chloe-js-resume22/>

Holland and Barrett, Brentwood London—

Manager

January 2020 - CURRENT

Currently Working as the Manager and Health and Nutrition Adviser in UK's number one Health Retailer Holland and Barrett. Providing in-depth knowledge of products and advice on certain health problems. We have been presented with a lot of challenges over the past year not only dealing with the demand during the pandemic but implementing new technologies, processes and cleaning. H&B has also provided in-depth training on management, coaching, sales, customer service, technologies, and products.

I have continued to progress my store to the best of its abilities, continuously winning incentives and hitting its KPI targets while also improving the store and EHS standards.

Blue Sky Golf Rental West Algarve, Algarve Portugal —

Manager, Administration, Sales Agent & Customer Service

July 2018 - December 2019

Manager of a golf rental company handling all office administration, scheduling, and bookings, as well as customer service. Contacting customers, arranging bookings and sending quotations for estimated offers and specials. Ensuring the week is prepared for the driver doing deliveries.

SKILLS

HTML

CSS

WordPress

Java Script

Python

Outlook

MS Word

MS Excel

Customer Service

Computer Literate

Stock Management

Sales Experience

Problem Solving

Learning new Technologies

Leadership

INTERESTS

Front End Web Design

UX design

Marketing

Photography

Psychology

EDUCATION

AFDA Film School, Johannesburg South Africa—

BA Cinematography

March 2011 - March 2013

I Majored in Cinematography working on feature-length films as a DOP, Assistant Camera operator, and Clapper loader. I also have a minor in Production design and have designed several film sets both independently and for feature films.

As the DOP(Director Of Photography) this showed me how to delegate and understand that leadership is not being the best at everything but knowing your crew (team) and putting the right people in the right role.

TRAINING & QUALIFICATIONS

Javascript and Python, 2022 *Code Institute*

Advanced HTML and CSS, 2022 *Code Institute*

Management Apprenticeship, 2021 *H&B Training*

Investigation and Note Taking, 2021 *H&B Training*

Coaching & Mentoring Training, 2021 *H&B Training*

Retail & Stock Management, 2021 *H&B Training*

Sales Training, 2020 *H&B Training*

WordPress, 2021 *Udemy*

Qualified to Advise, 2020 *H&B Training*

Computer Applied Technologies, 2010 *St Teresa's School*

Personality Traits

Excellent communication

Problem solver

Energetic

Self starter

Attention to Detail

Open & Friendly

Calm under pressure

Routined

Efficient

Flexible

Hard-working

Reliable

Well Organised