



# CHRISTINE TRANT

0751 851 4881 · CHRISTINETRANT@GMAIL.COM

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**SUMMARY:** Open to opportunities for a professional challenge where I can utilise and continue to develop my current knowledge of web development and design alongside other talented professionals.

I have excellent verbal skills and the ability to work under pressure acquired through working in customer service roles, I work well independently and as part of a team. I am a good problem solver with a keen eye for detail and I have a strong ability to use initiative when required.

I am looking for an entry level role with an exciting and innovative company.

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## GET IN TOUCH



07518514881



christinetrant@gmail.com



<http://christinetrant.com>

## SOCIAL MEDIA



/CHRISTINETRANT



/CHRISTINETRANT

## REFERENCES



AVAILABLE UPON  
REQUEST

## PROFESSIONAL SKILLS

- HTML / HTML5 & Bootstrap framework
- CSS / CSS3
- JavaScript (Vanilla)
- Version Control (Git) & Command Line
- Adobe Creative Suite (Illustrator, Photoshop, Dreamweaver, Fireworks)
- Content Management Systems & creating custom themes (WordPress, Concrete5)
- Familiar with responsive design practices
- High level computer skills - I am familiar with several operating systems & a wide range of programs
- Microsoft Office (Word, Excel, PowerPoint, Outlook)

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## EDUCATION

### QUALIFIED FIRST AIDER

Certificate · London · June 2018

### DIGITAL MEDIA

Ballyfermot College of Further Education · Dublin · 2010 – 2012

Higher National Diploma

### COMPUTER SCIENCE

University College Dublin · Dublin · 2004 – 2008

BSc. (Hons.) Grade 2:1

### LEAVING CERTIFICATE

St Louis Secondary School · Monaghan, Ireland · 2002 – 2004

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## WORK EXPERIENCE

### TEMPORARY AGENCY ADMINISTRATION

**Morgan Spencer Recruitment · London · Jun 2019 – present**

General administration duties: reception, travel booking (flights, trains), facilities



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## SENIOR FACILITIES SUPPORT OFFICER / FACILITIES ASSISTANT

**Local Pensions Partnership · London · Feb 2017 –  
Apr 2019**

- I initially began as a temp and was offered a full-time position.
- Played a role with assisting marketing in the re-branding of their member website
  - Created and rolled out online risk assessments company-wide on the e-learning portal
  - Helping the ISO accreditation team as an Internal Auditor:
    - Logging any incidents that were an ISO risk
    - Updating the ISO Risk register in preparation for upcoming audits
  - Updating the intranet page with relevant facilities information & updates
  - Working within the Facilities team to keep the office running smoothly and gain valuable office experience in London
  - Post sorting and scanning of the post
  - Assisting with meeting room bookings and set up including ordering catering
  - Booking couriers and taxis when needed
  - Creating usernames and passwords to access the company's Wi-Fi

## TEMPORARY AGENCY ADMINISTRATION

**Morgan Spencer Recruitment · London · 2016 –  
2017**

General administration duties: reception, dictation, filing, data entry

## SABBATICAL

**Australia · 2013 – 2016**

In 2013 I travelled to Australia and whilst living there worked in various temp jobs which included:

- Managing a team,
- Updating social media accounts,
- Designing event posters
- Re-launch & maintenance of website within the hospitality arena including SEO

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## ACHIEVEMENTS

My illustrations were included in a presentation given by Alan Costello on communicating development themes and the process of translating complex development concepts into art and design at the C (CUBED) – Dóchas 2012 AGM Conference on 3rd May 2012 in Dublin.

Earned 2nd place in the Microsoft Research Awards with UCD School of Computer Science & Informatics for my Final Year project presentation.