



CHRISTINE TRANT




0751 851 4881 · CHRISTINETRANT@GMAIL.COM

SUMMARY: Open to opportunities for a new professional challenge where I can develop & build on my digital media & computer science skill sets.

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

I am looking for a start in the web development industry to learn as much as I can & make a career for myself as a web developer.

GET IN TOUCH

 07518514881
 christinetrant@gmail.com
 <http://christinetrant.com>

SOCIAL MEDIA

 /CHRISTINETRANT
 /CHRISTINETRANT

REFERENCES

 AVAILABLE UPON
REQUEST

PROFESSIONAL SKILLS

- HTML / HTML5
- CSS / CSS3 & Bootstrap framework
- 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
- Capable of working individually or as part of a team
- Social media platforms (Facebook, Twitter, Instagram, YouTube, LinkedIn)
- Microsoft Office (Word, Excel, PowerPoint, Outlook)

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

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

Local Pensions Partnership · London · Feb 2017–Apr 2019

I initially began as a temp & was offered a full-time position

- Created & 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 company intranet page with relevant facilities information & updates
- Working within the Facilities team to keep the office running smoothly & gain valuable office experience in London
- Post sorting & scanning of the post
- Assisting with meeting room bookings & set up including ordering catering
- Booking couriers / taxis when needed
- Creating login details for company Wi-Fi access

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

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

As part of my final year project I was given the opportunity to attend Microsoft Research in Cambridge