



# CHRISTINETRANT

CHRISTINETRANT@GMAIL.COM

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**SUMMARY:** Open to opportunities for a new professional challenge where I can develop and build on my digital media and computer science skill sets. I have excellent verbal skills and 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 and 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 and make a career for myself as a web developer. I aim to grow my digital portfolio & gain experience within an exciting and innovative company.

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## GET IN TOUCH

 [christinetrant@gmail.com](mailto:christinetrant@gmail.com)

 <http://christinetrant.com>

## SOCIAL MEDIA

 /CHRISTINETRANT

 /CHRISTINETRANT

## REFERENCES

 AVAILABLE UPON REQUEST

## EXPERIENCE

### 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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## 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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## PROFESSIONAL SKILLS

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

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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

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