BETH JACKSON

SOFTWARE DEVELOPER

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SKILLS

PROFESSIONAL

- HTML
- CSS
- JavaScript
- React
- Git
- SQL
- Next
- Node.js
- Knex
- Express
- Vercel
- MDX
- Heroku
- Firebase
- Project Management

EDUCATION

- **SOFTWARE DEVELOPMENT**
  Hack Your Future
  Dec 2020 - Jun 2021

- **PRINCE2**
  University of Westminster
  Nov 2014 - Dec 2014

- **BACHELOR OF SCIENCE (PSYCHOLOGY)**
  University of Oago
  Feb 2001 - Oct 2005

- **BACHELOR OF COMMERCE (MANAGEMENT)**
  University of Oago
  Feb 2001 - Oct 2005

PROFILE

After 10 years of working in university administration, sometimes as a project manager, I found myself more interested in the work of those I was managing. So I learned HTML, CSS, JavaScript and React in my spare time, and have since completed a boot camp - Hack Your Future. Now I'm looking for work in the tech sector as a frontend software developer. I am hard-working and self-driven. I can easily fit into workplaces socially, and am generally easy-going while still being able to hustle to get projects completed. I am originally from New Zealand.

PROJECTS

cph.kiwi/#featured-projects

WEATHER APP

A web app for checking the current weather and tomorrow's forecast. Created using Next.js, React and TypeScript and an API.

CPH.KIWI

A website to display my projects and skills. I also have a blog, available from the website, and I use this to create features to practice and improve my programming skills.

DRUM KIT

A web app to play the drums using your computer keyboard. I got the idea from an online instructor, but I expanded it and added some additional features, like a pendulum.

ANDREAS SOCIAL

A contact point and guestbook for Andreas Møller.

MEAL-SHARING APP

A web app for users to advertise meals at their home, and to sign up to attend meals created by other users. Users can also leave reviews and comments.

GUIDEIT

A quiz and career guide. This was a group project run through Hack Your Future.

WORK EXPERIENCE

HUMAN RESOURCES
UNIVERSITY COLLEGE LONDON

UCL is a major public research university located in London, United Kingdom. I worked in the Department of Infection and Population Health.

- Undertook all recruitment task, from preparing job descriptions to advertising, creating contracts for incoming staff, and induction.
- Updated the Department website using a CMS to advertise vacancies.
- Provided advice and guidance to staff and manager in situations where issues arose.
- Advised staff on career development opportunities.
- Participated in wider HR networks with a focus on maintaining and updating UCL policy and procedure.

PROJECT MANAGER
UNIVERSITY COLLEGE LONDON

I worked in the Department of Security and Crime Science.

- Managed all financial and contractual aspects of the project, including monitoring of the project's contractual obligations, generating amendments to the consortium agreements, and preparing comprehensive periodic reports for the European Commission.
- Responsible for the day-to-day oversight of two research associates.
- Managed marketing for the project, including creating and maintaining a website using a CMS and developing publications.
- Planned and organised events internationally, including tasks such as booking venues, suppliers, catering, travel, accommodation, audio-visual equipment, liaising with speakers and attendees, managing event registration, and producing programmes, agendas and minutes.

EXECUTIVE ASSISTANT
UNIVERSITY OF OTAGO

The University of Otago is a public university based in Dunedin, New Zealand. I worked in the School of Pharmacy.

- Assisted with the admissions process for the School of Pharmacy, responding to enquiries from students and maintaining a database for records purposes.
- Liaised with professional bodies and industry stakeholders affiliated with the School on behalf of the Dean.
- Provided full administrative support to the Dean.
- Maintained the Dean's diary of events and organized his meetings, email and correspondence, as well as all travel arrangements.
- Managed all financial duties for the Dean's office, including financial reporting, and provided advice and assistance with yearly budgeting.
- Was the chief adviser to the Dean on University policy and procedures.
- Responsible for managing the Human Resources, including contracts, for the School of Pharmacy.