

Curriculum Vitae

Name: Danielle Jane Cheshire

Date of Birth: 02/03/2000

Address: 17 The Hawthorns, Flitwick, MK45 1FL

Mobile number: 07906 458459

Email address: dj.chesh@hotmail.co.uk

Availability: Mondays: All day
Tuesdays: All day
Wednesdays: All day
Thursdays: All day
Fridays: All day
Saturdays: All day
Sundays: All day

Profile

I am a diligent, responsible individual who is determined to succeed in any task I am presented with. I am enthusiastic and strives for the best for myself and others. Furthermore, I work well in a team or on my own initiative and I have good communication skills that are clearly displayed through any task that I participate in.

Key skills

- I am punctual and have a good attendance.
- I am confident and have strong communication skills; both verbal and written.
- I can sustain a calm state throughout pressured situation.
- I have a smart attire and always look presentable.

Curriculum Vitae

Education/qualifications:

I attended Ashcroft High School from September 2011 – June 2016.

I have completed 12 GCSE exams and achieved the grades which are as follows –

- Maths – B
- English Literature – B
- English Language – B
- Drama – B
- Physics – Result - A
- ECDL (IT exam) – Distinction*
- French – B
- History – C
- Dance – B
- Biology – C
- Chemistry – C
- Religious Studies - B

I attended Luton Sixth Form College from September 2016 – June 2018.

I completed three A-levels and achieved the grades which are as follows –

- English language and literature - D
- Drama and theatre studies – C
- Sociology – D

Summary

Danielle Cheshire

Innovative and driven Full-Stack Developer new to the field. Determined and enthusiastic to start new career.

Curriculum Vitae

Education

Coding - Full Stack Developer

Nov 2022 - May 2024

IT Career Switch

Worked towards full-stack development through the focus on front and back end languages and incorporating them together. Passed the internal exam and produced two real-world projects.

Sociology, English Lit & Lang, Drama & Theatre Studies

Sep 2016 - June 2018

Luton Sixth Form College

I completed three A Levels.

Grades:

- English Lit & Lang - D
- Drama & Theatre Studies - C
- Sociology - D

GCSE

Sep 2011 - June 2016

Ashcroft High School

I completed 12 GCSEs.

Grades:

- Maths - B
- English Literature - B
- English Language - B
- Drama - B
- Physics - Result - A
- ECDL (IT exam) - Distinction*
- French - B
- History - C
- Dance - B
- Biology - C
- Chemistry - C
- Religious Studies - B

Curriculum Vitae

Work History:

*Luton and Dunstable University Hospital – Healthcare Assistant – 2nd
December 2019 – Present*

2nd December 2019-June 2021 – Ophthalmology department

June 2021 – present – Ward 14, DME care

Ophthalmology included:

Visual acuity assessments, visual field scans, OCT scans, supporting the admissions and aftercare of patients for surgery, procurement (ordering and dealing with supplies), supporting patients with low vision, filling out relevant documentation, answering queries on the phone, delegating to the right person.

DME Ward 14:

Assist with personal care, carry out observations, assist with admissions and discharges, transferring and escorting patients, communicate and work beside members of the multidisciplinary team, encourage independence and provide patient centred care, enabling patients/clients to maintain their interests, identity, and emotional well-being, ensure accurate and confidential records, answering the phone to other facilities, services and to relatives of the patients.

Professional Experience

Healthcare Assistant (HCA)

Dec 2019 - Present

Luton & Dunstable Hospital

- 1. Dec 2019-June 2021 - Ophthalmology department*
- 2. June 2021 to Feb 2024 - Ward 14, DME care*

Curriculum Vitae

3. Feb 2024 to present - Bank HCA

- Visual acuity assessments, visual field and OCT scans.
- Admissions and aftercare of patients for surgery
- Procurement (ordering and dealing with supplies).
- Supporting all patients and families.
- Filling out relevant documentation, answering queries on the phone and delegating to the right person.
- Assist personal care and carry out observation checks. Provide person-centred care.
- Assist with admissions, discharges, transferring and escorting patients.
- Communicate and work within a multidisciplinary team.
- Ensure accurate and confidential records and maintain professionalism when answering the phone.
- Bank Workers can work in any department or ward, so it requires versatility.

Minney & Co chartered accountants – 10th September 2018 – 1st December 2019

As an assistant administrator, my role consisted of answering telephone calls to clients and supporting their requests, filing correspondence into the correct cabinets. I dealt with appointments by inputting and changing them on the correct calendars. I produced emails and letters to clients as well as updated relevant information on the anti-money laundering software. I kept up to date with any relevant training.

I supported with elements of bookkeeping to support the accountant's work.

Assistant Administrator

Sep 2018 - Dec 2019

Minney & Co Chartered Accountants

- Answering calls and delegating to appropriate team members.
- Filing correspondence.
- Inputting and changing appointments and records.
- Produce emails and letters. Sorting mail.
- In charge of updating and maintaining Anti Money Laundering records.
- Helped with bookkeeping tasks.

Curriculum Vitae

Camp Thorpe (via Camp America) – 18th June 2018 – 19th August 2018

Camp Thorpe is a specialised camp for special needs for ages approximately 10 up to 80, that involves a range of physical and mental disabilities. As a camp counsellor my duties/responsibilities were personal care, getting involved in and supporting campers with activities, serving food, cleaning, being on night duty and rest duty, dealing with behaviours, pushing wheelchairs and supporting campers with lower mobility. Also staying in a cabin with campers with a ratio typically 1:3 providing care overnight when needed.

Also, this role consisted of just having fun and providing the campers with a fantastic summer.

Bushmead Court residential home - July 2017 – January 2018.

My job was a House Keeping Assistant but in addition to this, I provided care for the owners who required it. My main duties were to help with personal care, moving and handling, providing company to the owners, cleaning and serving food.

Mealtimes - December 2015 - March 2016

I waitressed at Christmas Party Nights at Stockwood Park, Luton and occasionally at Weddings in other locations. My main duties were to serve food and drink to guests.

Achievements and personal life

I enjoy being a mentor for others and teaching people.

I partake in extra e-learning through the ESR software.

Curriculum Vitae

I completed and graduated the National Citizen's Service (NCS) over the summer of 2016. This included running a 5km run raising money for The Honeypot Children's Charity.

I have served as a Prefect through high school and always helped after school when needed for events like parents evening.

I have helped at Crawley Green Infant School with sports days and Christmas fairs.

I have taken part in many theatrical performances and dance productions at school. In the past I have also attended a drama group called 'Applause Applause Applause!'

I also enjoy socialising with friends, listening to music and photography.

Curriculum Vitae

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<div class="row">
  <div class="col-lg-6">
    <h3 class="resume-title">Summary</h3>
    <div class="resume-item pb-0">
      <h4>Danielle Cheshire</h4>
      <p><em>Innovative and driven Full-Stack Developer new to the
field. Determined and enthusiastic to start
new career. </em></p>
    </div>

    <h3 class="resume-title">Education</h3>
    <div class="resume-item">
      <h4>Coding - Full Stack Developer </h4>
      <h5>Nov 2022 - May 2024</h5>
      <p><em>IT Career Switch</em></p>
      <p>Worked towards full-stack development through the focus on
front and back end languages and incorporating them together. Passed the
internal exam and produced two real-world projects.</p>
    </div>
    <div class="resume-item">
      <h4>Sociology, English Lit & Lang, Drama & Theatre
Studies</h4>
      <h5>Sep 2016 - June 2018</h5>
      <p><em>Luton Sixth Form College</em></p>
      <p>I completed three A Levels.</p>
      <ul><strong>Grades:</strong>
        <li>English Lit & Lang &#8208; D</li>
        <li>Drama & Theatre Studies &#8208; C</li>
        <li>Sociology &#8208; D</li>
      </ul>
    </div>
    <div class="resume-item">
      <h4>GCSE</h4>
      <h5>Sep 2011 - June 2016</h5>
      <p><em>Ashcroft High School</em></p>
      <p>I completed 12 GCSEs.</p>
      <ul><strong>Grades:</strong>
        <li>Maths &#8208; B</li>
        <li>English Literature &#8208; B</li>
        <li>English Language &#8208; B</li>
        <li>Drama &#8208; B</li>
        <li>Physics &#8208; Result - A</li>
        <li>ECDL (IT exam) &#8208; Distinction*</li>
        <li>French &#8208; B</li>
        <li>History &#8208; C</li>
        <li>Dance &#8208; B</li>
        <li>Biology &#8208; C</li>
        <li>Chemistry &#8208; C</li>
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Curriculum Vitae

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<li>Religious Studies &#8208; B</li>
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<div class="col-lg-6">
  <h3 class="resume-title">Professional Experience</h3>
  <div class="resume-item">
    <h4>Healthcare Assistant &#40;HCA&#41;</h4>
    <h5>Dec 2019 - Present</h5>
    <p><em>Luton &amp; Dunstable Hospital </em></p>
    <p><em>
      <ol>
        <li>Dec 2019-June 2021 &#8208; Ophthalmology
department</li>
        <li>June 2021 to Feb 2024 &#8208; Ward 14, DME care</li>
        <li>Feb 2024 to present &#8208; Bank HCA</li>
      </ol>
    </em>
    </p>
    <ul>
      <li>Visual acuity assessments, visual field and OCT
scans.<br></li>
      <li>Admissions and aftercare of patients for
surgery<br></li>
      <li>Procurement (ordering and dealing with
supplies).<br></li>
      <li>Supporting all patients and families.<br></li>
      <li>Filling out relevant documentation, answering queries on
the phone and delegating to the right person.<br></li>
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Provide person-centered care.<br></li>
      <li>Assist with admissions, discharges, transferring and
escorting patients.<br></li>
      <li>Communicate and work within a multidisciplinary
team.<br></li>
      <li>Ensure accurate and confidential records and maintain
professionalism when answering the phone.<br></li>
      <li>Bank Workers can work in any department or ward so it
requires versatility.</li>
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  <div class="resume-item">
    <h4>Assistant Administrator</h4>
    <h5>Sep 2018 - Dec 2019</h5>
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Curriculum Vitae

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<p><em>Minney &amp; Co Chartered Accountants</em></p>
<p>
<ul>
  <li>Answering calls and delegating to appropriate team
members.</li>
  <li>Filing correspondence.</li>
  <li>Inputting and changing appointments and records.</li>
  <li>Produce emails and letters. Sorting mail.</li>
  <li>In charge of updating and maintaining Anti Money
Laundering records.</li>
  <li>Helped with bookkeeping tasks.</li>
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