

Chloe Swift

101 Calder Avenue, Whitehaven, CA28 8AU

chloe.max.swift@icloud.com

07473 657565

experience Floor Staff

G-A-Y, Richmond Street, Manchester, M1 3WB

September 2018 – November 2018

- Cleaning up any spillages, wiping down tables, and cleaning bar equipment
- Collect and either wash or recycle cups, glasses, and bottles, and empty bins
- Bring up items from the stockroom and ensure customer toilets are kept clean

Network Admin, IT Support, Team Leader, and Junior Accountant

Accounts Direct, Manchester

August 2016 – September 2018

- Handling IT support requests from other staff
- Suggesting and installing new hardware, software, and licences
- Resolving network operational issues
- Configuring users and group policy on Windows Server
- Designing and implementing domain setup and security policies
- Managing email setup for staff and performing backups of the server
- Managing junior accountants I was responsible for
- Inputting data into bookkeeping software and submitting tax returns to HMRC
- Balancing clients accounts and liaising with clients
- Processing payroll for clients and submitting PAYE to HMRC

Trans Programme Support (volunteer)

LGBT Foundation, Manchester

April 2018 – Present

Retail Support and Event Management Assistant (volunteer)

Fanboy3, Manchester

April 2014 – August 2016

- Helping organise, set up, and run both internal and external events
- Creating and advertising events on social media
- Creating graphics for social media and posters to help advertise events
- Assisting customers by providing expert knowledge of products available
- Assisting with restock procedure and monthly shipments to other stores

Data Entry

UK Data Capture, Manchester

February 2011 – September 2011

skills and knowledge

Games design, development, and testing, software development and testing, hardware and software installation and maintenance, bug-fixing, network security, team management, photography, retail and cash handling, bookkeeping, accountancy, graphics design, article writing, social media, event management

Software experience:

Microsoft Windows Server, Exchange Server, Azure, Office, Visual Studio
Apple macOS & iOS, Linux, HyperV, VMWare, XCode, Netbeans, Eclipse,
Pixelmator, Adobe Photoshop, Xero, Sage, Quickbooks, Keytime, Compac

Programming languages:

Java, Python, C, C++, HTML, CSS

education BSc (Hons) Computing [2:2]

Manchester Metropolitan University

August 2006 – July 2010

Enterprise Programming, Human-Computer Interaction, Artificial Neural
Networks, Information Systems, Computer Games Development

A Levels

Whitehaven School

August 2004 – July 2006

AVCE ICT (CC), A-Level Maths (D), AS-Level Further Maths (C)

GCSEs

Whitehaven School

August 1999 – July 2004

Science (AA), Maths (B), ICT (B), Business Studies (C),
English Literature (C), English Language (C), RE (D), Music (E)