

42 • PRESTON STREET • SHREWSBURY • SY2 5PG
PHONE: 07504208702•
E-MAIL: CURRICULUMVITAE@WEBEDESIGN.CO.UK

MR EDWARD FELLOWS



PERSONAL STATEMENT

I recently decided on a change of career to web design. I left my job on my own terms at the start of last year to concentrate fully on the CIW web design course. I have always enjoyed design and computers, so it seemed a logical choice. I get enjoyment from doing my job well; working with small teams, managing others to get the best out of them and making them realize their own potential. I am fully committed to web design.

IT SKILLS AND KNOWLEDGE

Operating systems:	Windows: 95 / 98 / 2000 / ME / XP / Vista / 7 Mac: Tiger / Leopard / Snow Leopard
Languages:	HTML, XHTML, CSS, Basic java & xml editing
Software Packages:	Microsoft Office - 1995 to 2007 (Word / Excel / Publisher / Power point / Access) Adobe CS4 master collection (Dreamweaver / Photoshop / Fireworks / illustrator / Acrobat 9 pro) Microsoft Web expression studio3 (Expression Web3), Lotus,
Text editors:	Notepad / notepad++ / coda
FTP:	Filezilla / Apache server software
Databases:	Microsoft Access software
Web Design:	www.webedesign.co.uk/ (under construction)

QUILIFICATIONS

Currently studying a self funded learning course:	CIW 1D0 – 520 CIW (Professional)	
Computeach college:	CIW 1D0 – 510 CIW (Associate)	
Radbrook catering college:	706-1 Basic Cookery 706-2 Advance Cookery Basic hygiene and Advance hygiene	
Wakeman Secondary school:	GCSE (English, Maths, Arts and Science)	
Westminster council:	10 year personal alcohol licence valid 2007 – 2017	

REFERIES

EMPLOYMENT HISTORY

The Roadhouse bar
Bar manager

2005 - 2009

As bar manager I was responsible for a busy bar consisting of two departments, a bar team of fourteen and bar support staff of six. After taking the position of bar manger, I increased the gross profit by 3% by setting up training and work standards for *all* bar members, designing a new cocktail menu, better stock control, raising cleanliness, address maintenance issues and computerising all paperwork in to digital forms then networking them .

Duties:

- Looking after on-line material (Documents / Photo and video / Calendar / Web site blog)
- Hiring / guiding / training of team members
- Holding daily and monthly meetings
- Complaint handling and meeting customer exceptions
- Fulfilling my personal licence duties of awareness.

Experiences:

I feel I made some real improvements overall by setting higher standards, improving the appearance, creating better work practices through training and improved day to day running .

T.G.I. Fridays bar
Bartender / Bar manager

1999 - 2005

I bartended for three years before being promoted to the position of bar manager. As bar manager I was responsible for a bar generating £45k a-week, with two departments, a bar team of eight and bar support staff of four. After taking the position of bar manger we as a bar team and bar won the in-store best bar competition two years in a row out of 50 other UK bars in the group, which had never been won before or since.

Duties:

- Stock control / Maintenance (ordering / duty allocation)
- Hiring / guiding / training of new team members
- Holding monthly staff meetings
- Leading day to day shifts: Complaint handling / customer satisfaction
- Setting standards and work systems

Experiences:

In my first 3 years as a bartender I competed in their yearly best bartender competition. In my first year as bar manger I was responsible training my bar team in the yearly best bar competition and in my final year as bar manager I was responsible for running the competition for the whole of the UK. Travelling to all 50 UK stores for judging, Writing / marking all test papers and organizing four show events in the UK / plus the finals in London.

INTERESTS

I enjoy all things computer orientated and keeping in touch with the latest IT news. I also have a large interest in different forms of media such as photography, video and music. In my spare time I like to keep fit with *regular* visits to the gym.