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**MR EDWARD FELLOWS**

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| **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++  FTP: Filezilla / Apache server software  Databases: Microsoft Access software  Web Design: [http://www.webedesign.co.uk/](http://www.webedesign.co.uk/%20%20)  (under construction) |
| **QUILIFICATIONS** | |
|  | Currently studying a self funded learning course: CIW 1D0 – 520 CIW (Professional) Capture.JPG  Computeach college: CIW 1D0 – 510 CIW (Associate) Capture1.JPG  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** | |
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| **Employment History** | |
|  | [The Roadhouse bar](file:///C:\Users\Ed\Desktop\www.roadhouse.co.uk) 2005 - 2009  Bar manager  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](http://www.tgifridays.co.uk/) 1999 - 2005  Bartender / Bar manager  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. |