

## Emilio Calvo

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### Summary

Confident and competent in the use of IT Software with a keen interest to demonstrate my technical problem-solving ability and leadership potential. Actively seeking employment opportunities in the information and communication technology sector where I can continue to expand my skills. Experienced in a customer-focused environment where I developed excellent communication and customer service skills, progressing to a Team Lead position.

### Key Skills/ Technical IT skills

- Web Developer: **HTML, CSS, JavaScript**
  - Designed responsive websites apps like todo lists using libraries like **Bootstrap** and games using frameworks like **paper-full**
- Web Developer: **MongoDB, NodeJS**
  - Designed an application that allows you to add a place to rent. hosted in Heroku, I use different frameworks such as express.js and mongoose to code the backend and many npm packages to cover different functions in the app like authentication, connections with a cloud-based image and video management services and API to model the data simple, intuitive, and readable.
- Web Developer: **VueJS, Firebase**
  - Designed an application that allows you to chat, using the library **MaterializeCSS** to create a responsive app that gives a unified user experience.
- Git and GitHub
  - I use these tools to develop my personal projects either development-related or not. Repositories for things such as reports, personal development plans, all types of office documentation locally and for developer purposes to create personal projects and contribute to other projects.
- Operating Systems
  - Experience with all versions of Windows
  - capable to perform basic maintenance to a computer (installing Operate systems either Windows or Linux based systems)
- PC repairs
  - Replacement of hardware. (power supply unit, hard disk, SSD etc)
  - Installation of software (Antivirus, daily programs, operative system etc)

- OTHERS

- Excellent customer service and communication skills.
- Technical problem-solving ability.
- Leadership and negotiating skills.
- Logical and analytical.
- Fluent in Spanish and English.

### **Education**

Udemy - The Web Developer Bootcamp 2021 - May 2021

<https://www.udemy.com/certificate/UC-c66f528a-4371-4e13-bf2c-3e23949e95ad/>

Udemy - VueJS 2 & Firebase - Oct 2020

<https://www.udemy.com/certificate/UC-21f474fe-e62c-4fab-a0b7-92a5eb3aa6af/>

Universidade Politécnica Territorial do estado Portuguesa "Juan de Jesús Montilla" - 2013 - Level 6 Higher Technical Degrees in Information Technology

### **Professional Experience**

#### **Assistant Manager – Milano Restaurant, Ireland – May 2017 / Present**

- Team Management
  - Lead a team of 19 to ensure all the company standards are in place while the shifts run most effectively.
  - Making sure to use the team where and when they are needed.
  - Recruitment, training and coaching of the new team.
  - Work with the Head of the Back of house and Front of house to ensure all team are capable to perform the job accordingly with the needs of the restaurant.
- Office and administration
  - Manage customer and employee information following GDPR.
  - Analysed departmental documents for appropriate distribution and filing.
  - Providing a Chief Operating Officer with daily operational reports.
  - Entering details such as payments, account information and call logs into the computer system.
  - Verifying data integrity and accuracy.

#### **Cencomun Video (Front-End Developer) July 2014 to December 2016**

- Designed images, icons, banners and audio enhancements.
- Worked closely with the social media team on WordPress blogs and social media marketing.
- Used and contributed to style guides and other design documentation to maintain coherent information and interaction design patterns.

- Defined new approaches to complex design problems.
- Upgraded site by updating content and graphics.
- Identified and eliminated website bugs to improve user experience.

#### **Web Designing / Freelancer – Jul 2013 / Jul 2014**

- Face-to-face meetings with customers to know their needs
- Designed images, icons and banners.
- Research to fulfil the needs of the customer regarding the design and functionality of the website offering them the best solution to improve the opportunities of business.

#### **Interest**

- Create a web app where is possible to manage the schedules of multiple departments. being able to share employees targets and objectives. Using ReactJS, Bootstrap, NodeJS and MongoDB.

References available on request.