

- Fabio Felizzi
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Curriculum Vitae

Professional Experience

October 2015 – January 2016

Reed Accountancy Head Office – Credit Control Administrator

- Main Point of contact for all external and internal queries
- Maintained all communal areas (printers, recycling etc.)
- Compiled bi-weekly debt reports and informed local branches in order to reconcile accounts.
- Compiled daily call reports to assist credit controllers in achieving targets.

February 2015 – October 2015

Crystal Windows & Doors – Trade Sales Staff

- Point of contact for customers to answer any queries or provide sales.
- Maintenance of filing system.
- Customer service to in-store clients.

January 2014 – September 2014

Choice Support – Administrator

- Worked closely with a team of social care experts to arrange inspections of various healthcare establishments around the country.
- Collated reports from inspectors to present to inspection boards.
- Acted as a point of contact for clients who used the services being inspected to offer a confidential feedback service.

May 2011 - July 2011

Ravensbourne College – Administrator (Temp)

- Liaised with lecturers and external markers to determine and compile students end of year grades.
- Acted as a point of contact for students to keep lecturers and staff up to date with any mitigating circumstances.
- Worked with the IT department to develop a more efficient online system for students to upload coursework and inform the college of any changes to their circumstances.

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April 2010 – July 2010

Mindcandy – Junior Flash Developer

Company profile: Mind Candy is one of the world's leading developers of social multi-player games.

I started here initially looking for more freelance web development experience but was taken on as a full-time employee temporarily.

- Shadowed the senior developers to gain a more in depth understanding of advanced ActionScript principles.
- Using acquired knowledge of ActionScript to continue the development of the company's flagship game, Moshi Monsters.
- Worked within the error resolution team to highlight and repair issues within Moshi Monsters.

June 2009 – July 2009

The Minimart – Junior Flash Developer

Company profile: The Minimart is a communications agency creating cross platform ideas from TV to online communities.

I worked here part-time assisting the digital team in creating a number of campaigns for clients such as Macmillan Cancer Research.

- Worked within a 3-man team using ActionScript 3.0, Flash, Photoshop, HTML & CSS
- Liaised with the design team to ensure art quality and compatibility.
- Worked closely with the clients to maintain a smooth development process.
- Provided creative support and ideas generation in company meetings.
- Worked with JOOMLA to create a custom concept management system to allow clients to view work in progress on the website.
- Research using web-based sources

Dec 2007 – Jan 2008

Sainsbury's Head Office - Office Assistant (Temp)

- Liaising with local delivery depots to ensure deliveries are correct and on schedule.
- Time management skills – scheduling times using Microsoft Outlook to call depots enabled me to plan my day effectively.
- Updating local databases using specialist software
- Liaising with logistics management team on any issues arising with delivery times to ensure swift resolution of problems.
- Providing administrative support to the logistics team – photocopying, filing.

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Skills

- Intermediate HTML/CSS
- Beginner Javascript/jQuery
- CMS experience with Joomla/Moodle/Wordpress/Concrete 5
- Actionsript 3.0
- XML
- Twitter Bootstrap

Education

- London Metropolitan University – FdA Furniture Making, 2012/13
- Qantm College, London - Diploma Web Design and Development, 2009/10
- SAE Institute, London - HND Audio Engineering, 2008/09
- Brighton Institute of Modern Music, Brighton - Diploma in Professional Musicianship 2005/06
- Richmond upon Thames College, London - Diploma in Music Technology 2002/04
- St. Thomas More RC Secondary School, London - 10 GCSE Grade A-C including Maths & English 1995/2000

References

Professional:

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Academic:

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