

Leon Cordice

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Personal Profile

Past: I started learning HTML CSS and JavaScript online using various platforms such as freecodecamp, youtube and other resources. I managed to create a few projects ranging from javascript games to responsive websites.

Present: I am currently enrolled in a software development bootcamp at Just IT. I wanted to expand on my existing skills and learn more about software development, web technologies, languages, front-end and back-end development. The bootcamp has helped me gain an understanding of the skills I will need in the working environment. During my time on the Just IT Bootcamp I have been able to create a portfolio to showcase my projects.

Future: My aim is to get a job in software development as a front-end, back-end or full-stack software developer. I would love to gain more skills and experience as a developer and help create, maintain and elevate new and existing projects in the future.

General Skills:

- Excellent interpersonal skills with the ability to communicate with people at various levels
- Flexible and adaptable and willing to train and learn new skills
- Able to solve problems and under pressure and create innovative solutions
- Able to work on own initiative and deliver work objectives within specific deadlines/targets
- Professional and focused on representing a positive image
- Reliable and always willing to help others
- Able to remain calm when dealing with queries and complaints
- Highly organised, well developed time management skills
- Strong attention to detail and keen problem solver
- Administrative skills and IT literate
- Excellent knowledge of Microsoft Word, Outlook, Excel and G-suite (Gmail, Docs, Sheet, Calender, etc)

Education and IT Training

10/22 - Present

Just IT Training Ltd, London

Digital Skills Bootcamp: Software Development

A twelve week intensive bootcamp covering the fundamentals of Web and Software development.

09/03 - 06/07

Thames Valley University, London

BA(Hons) Digital Animation & Music Tech

Grade:

2:1

09/01 - 07/03

City and Islington College, London

BTEC ND Level:

Multimedia

Grade:

Merit

AS Level:

Photography

IT Skills

Software Development Skills: Python MySQL

Web Technology: HTML5, CSS3 & JavaScript

Core Programming Languages: JavaScript and Python

Projects:

Colour Flipper - A Project that allows the user to randomly generate a colour code that also changes the colour of the background (which corresponds to the code displayed).

Tech: HTML | CSS | JavaScript

Counter - A project that allows the user to increase the number displayed by clicking on the increase button or decrease the number by clicking on the decrease button. The numbers will change colour due to how high or low the number is.

Tech: HTML | CSS | JavaScript

To Do List - A project that allows the user to create a multifunctional list, such as a shopping list, ingredients list, a things to completed for the day list, etc.

Tech: HTML | CSS | JavaScript

Ecommerce Website - A project that allows the user to click on items and add them to the shopping cart. The items in the cart can be removed, the amount changed or they can be bought.

Tech: HTML | CSS | JavaScript

Film Flix App - A Project that allows the user to browse the database, update, delete and add new entries.

Tech: Python | SQL(lite)

Rock Paper Scissors Game - Tech: HTML | CSS | JavaScript

Loruki Website - Tech: HTML | CSS | JavaScript

Creative Agency Website - Tech: HTML | CSS | JavaScript

Employment History

03/17 - 03/20

Hackney Council, London

Licensing Officer

- As a licensing officer I would arrive at work 07:45 - 08:00, which is about an hour early so I could get as organised and I could get my work started early and get application/email responses back to applicants as soon as possible.
- Most queries would come in by phone so I would make sure that the customer got the information that they requested in a timely manner, the information given was helpful and correct and if they required more information regarding their query then they should not hesitate to ask or call back.
- Most of the queries that I dealt with were by email, which I usually responded to in order of date/time, I also had a lot of queries by telephone and a few face to face.
- During busy periods like christmas and new year, I would discuss with my colleagues the strategy which we implemented to get all customer applications processed in a timely manner. So I would distribute the applications to my colleagues equally and I would take the largest amount. We would all work together to get as much done as possible before the deadline. If I was able to finish my work before the others I would ask if they needed any help and give them support.
- I would be tasked with learning to process new types of licensing applications, which would be added to my workload every few months. This was challenging and added a lot of pressure. I was expected to process more types of applications which meant I had to adapt quickly and show how flexible I was.

- I would often run into issues while processing new applications on the system, this would mean that I would get stuck on something I did not know or I had forgotten. I like to try and figure things out myself as much as possible. As this enables me to learn and remember the problem. I try to find the solution then I try to break it so I can fix it. This means I gain a better understanding of the system and then I can show others who also encounter the similar problems. I can also figure out shortcuts and show colleagues that are not aware of all the system's features.

09/11-04/16

**Haringey Council, London
Concessionary and Permit Processing Officer**

05/11-07/11

**HAGA Haringey Advisory Group on Alcohol, London
Administrator/Receptionist**

References available upon request