JAMIE CLARK

FRONTEND DEVELOPER

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PROFILE

I have recently graduated from edX's intensive Frontend Web Development Bootcamp, which has given me a comprehensive understanding of HTML, CSS, JavaScript, jQuery, Bootstrap, UI/UX, Git, GitHub, API's, and React. With my extensive professional experience in administration, I am confident in my ability to transition into a Web Developer role where I can apply my passion for coding, strong work ethic and exceptional organisational skills to deliver high-quality results.

EDUCATION

Frontend Web Development Bootcamp	edX	November 2022 – March 2023
Programming Using HTML & CSS| Microsoft Technology Associate	March 2022
Diploma of Higher Education in Music Production	Futureworks| Manchester, UK	September 2009 – June 2011
Certificate of Higher Education in Humanities	The Open University	September 2005 – June 2006

KEY SKILLS

- HTML
- CSS
- JavaScript
- React.js
- Node.js
- API's
- GitHub
- jQuery
- Bootstrap

WORK EXPERIENCE

UNDERGRADUATE ADMISSIONS ADMINISTRATOR
THE UNIVERSITY OF MANCHESTER

NOVEMBER 2013 – PRESENT

- Processed Undergraduate applications using The Universities and Colleges Admissions Service (UCAS) and University guidelines, ensuring a seamless and efficient application process for applicants.
- Organised the entire interview process for applicants, demonstrating exceptional organisational skills by coordinating interview schedules and executing all administrative tasks related to the interview process.
- Elevated the applicant visit experience by meticulously organising and running applicant visit days. Collaborated with academic staff to deliver presentations, booked rooms, and sent out invitations and information for the day to applicants. Evaluated feedback to continuously improve the visit day experience.
- Supervised and trained junior staff members, ensuring that they possessed the necessary skills to meet organisational goals.
- Analyse and interpret statistical admissions data on a weekly basis, using this data to forecast admissions figures for the academic year. Produced reports for senior managers and academic admissions tutors to inform decision-making.

WORK EXPERIENCE CONTINUED

COMMERCIAL CLAIMS HANDLER
THE ROYAL SUN & ALLIANCE

JUNE 2012 – AUGUST 2013

- Demonstrated exceptional case management skills by proactively liaising with policyholders, insurance companies, and other third-party stakeholders to ensure efficient and effective resolution of claims. Regularly communicated progress updates to clients via progress letters and emails to ensure a high level of client satisfaction.
- Conducted thorough investigations by requesting and analysing a wide range of supporting documentation, including statements, sketches, police reports, vehicle repair documentation, and other pertinent evidence. Utilised this information to build a strong case and achieve favourable outcomes for clients.

SUPERVISOR & BAR STAFF
THE EAGLE

SEPTEMBER 2010 – MAY 2013 & AUGUST 2014 – APRIL 2015

- Lead a team of bartenders to deliver exceptional customer service, overseeing all aspects of bar operations to ensure a high level of quality and efficiency.
- Ensure seamless day-to-day operations by efficiently completing all opening and closing tasks, from restocking inventory to cleaning and organising the bar area, to prepare for the next day's service.

BUSINESS ADMINISTRATOR
THE STUDENT LOANS COMPANY

AUGUST 2007 – SEPTEMBER 2008

- Demonstrated exceptional coordination skills by efficiently managing tuition fee payments to Higher Education Institutions. Expertly handled emails, letters, and calls, ensuring timely and effective resolution of any issues that arose.
- Produced reports for Universities and Colleges regarding tuition fee payments, leveraging data analysis skills to provide comprehensive and accurate information.
- Conducted thorough reviews of databases and updated them regularly to maintain accurate records and stay current with any procedural, system, or regulatory changes. Developed and maintained strong knowledge of relevant processes and regulations to ensure compliance and facilitate efficient operations.

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