JAMIE CLARK

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PROFILE

I have recently graduated from EdX's intensive Frontend Web Development Bootcamp, which has given me a solid foundation of HTML, CSS, JavaScript, jQuery, Bootstrap, UI/UX, Git, GitHub, API's, and React. Now, with my background in administration and my passion for coding, I'm excited to make the transition into a Web Developer role. I believe my strong work ethic, exceptional organisational skills, and dedication to delivering high-quality results will make me a valuable asset to any team

EDUCATION

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

KEY SKILLS

- HTML
- CSS
- Javascript
- GitHub

- React
- Bootstrap
- Tailwind
- API's

- jQuery
- PHP
- MySQL
- Node.js

PROJECTS

ORBIT – BUILT WITH PHP, MySQL, CSS – **LIVE DEMO**
- Orbit is a search engine designed to provide users with an easy search experience. The interface presents users with a clean and minimalist design, focusing on the search bar as the primary interaction point.

ARTREK – BUILT WITH HTML, BOOTSTRAP, JAVASCRIPT – **LIVE DEMO**
- Artrek is an application that combines the Europeana API and Google Maps API to provide users with an easy search experience. With integrated Google Map locations, users can easily navigate to the museum where the artifact is stored.

CINEFIX – BUILT WITH REACT, CSS – **LIVE DEMO**
- Cinefix is a web application that utlises the Open Movie Database API and Wikipedia API to search and display film information.

WORK EXPERIENCE

UNDERGRADUATE ADMISSIONS ADMINISTRATOR | THE UNIVERSITY OF MANCHESTER | MANCHESTER, UK | 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 efficient 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.

COMMERCIAL CLAIM HANDLER | THE ROYAL & SUN ALLIANCE | MANCHESTER, UK | 2012 – 2013

- Demonstrated effective 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 | MANCHESTER, UK | 2010 – 2015

- Lead a team of bartenders to deliver excellent 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 | GLASGOW, UK | 2008 – 2009

- Demonstrated effective 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.