

LESLEY M LOPEZ Y LOPEZ

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Personal Profile:

As a hardworking and reliable individual with experience in information technology and administrative roles, I possess excellent organisational and communication skills. My previous job in Information Technology included working in an administrative office where I gained the ability to work under pressure and effectively manage a wide range of technology. To further enhance my education, I am currently pursuing a software web developer course, which has improved my understanding of information technology.

I have also worked as an SIA steward, enabling me to communicate with a large number of people and demonstrate excellent organisational skills. I am self-motivated and enthusiastic, always striving for outstanding results.

Experienced and highly motivated IT professional seeking full/part-time opportunities in London and surrounding areas. I am available to start immediately and open to working flexible hours, including weekends. My skills and experience in information technology, including administrative roles and SIA stewardship, make me a valuable addition to any IT team.

Fluent in Spanish and advanced in English, with a UK driving license and SIA Door Supervisor/CCTV License.

KEY SKILLS:

. Highly developed Administrative and IT skills,

. IT skills: Proficient in Most Microsoft packages including Linux, Word, Excel, power point, Outlook Html Data base, JavaScript, CSS Python Django, Flask.

. Supervisory Skills, including competent handling of conflict . Competent in financial, monitoring and handling of diversity

. Disciplined, able to work under pressure, follow instructions and maintain high attention to detail

. Fluent (native) Spanish with Advance English.

. UK Driving License.

Sia Licence Door Supervisor/CCTV

Skills for Care

JustIT Boot camp 2023 software developer

EMPLOYMENT HISTORY:

Steward SIA Ikea oval Cricket Season2023

Direct Contact Manager Mayowa stewards@kiaoval.com

Security officer at Ikea Oval Cricket,

I fulfilled a crucial role in ensuring the safety and security of the facility, its visitors, and assets. My responsibilities included:

Access Control ,Crowd Control,Surveillance, Emergency Response, Customer Service:Communication, Report Writing,

compliance: Adhering to SIA regulations and Ikea Oval Cricket's security policies, consistently maintaining a high level of professionalism and integrity.

Steward SIA Lords Marylebone Cricket season 2022

Direct Contact Pia Event Manager 07385385296 pia.tandon@uk.g4s.com

I fulfilled a crucial role in ensuring the safety and security of the facility, its visitors, and assets. My responsibilities included:

Access Control ,Crowd Control,Surveillance, Emergency Response, Customer Service:Communication, Report Writing,

compliance: Adhering to SIA regulations and Ikea Oval Cricket's security policies, consistently maintaining a high level of professionalism and integrity.

Vantal Ltd and Liyekri November 2019-January -Present 2023 Administrator Office W3 7QS LONDON

Direct contact [07999022404](tel:07999022404) Djamal Bessa Director Fleet@vantal.ltd

Main Responsibilities:

- Handle car impounds and fines.
- Processing parking fines through all stages quickly, and within contractual time- scales
- Processing all unpaid notices in accordance with the companies' procedures
- Uploading Rental agreements for online representation to our customers
- Posting out copy hire agreements to the relevant Parking offices
- Dealing with phone calls queries from customers who have fines or notices
- Making sure back office is up to date with all correspondents
- Processing all new V5 Documents for our Hire Vehicle
- Road Tax any required vehicles at the end of month online
- Adding and removing vehicles.

SIA Steward O2 Arena G4s Company

Direct contact

[07385432132](tel:07385432132) Sam Manager events November 2021- Present 2023

- Communicating well with clients
- Planning routes, planning area of work,
- Welcoming clients at large events
- Dealing with clients
- Taking care of any inconvenience at events

EDUCATION AND PROFESSIONAL QUALIFICATIONS:

- Diploma L5 Full Stack Software Developer 2023
- Level 2 and level 3 Certificate in Spectator Safety 2023
- JustIT Boot camp Software Developer 2023
- Certificate First AID at Work 2023
- Door supervisor Sia Licence 2023
- Cctv Sia Licence 2023
- L2 Gcse Math Southwark College 2022
- L1 Functional Skill English Southwark College 2023
- Certificate Skills for handleCare
- Certificate in English, Academy Westminster, Oxford Circus London (July 2012-November 2013)
- Professional Qualification in customer Service,
- Diploma Technician in Computation.
(Fritolay) Guatemala December 2007
- Liceo Minerva, (Secondary Education-GCSE
Equivalent), Technician in computation Guatemala
(January 2004 October 2006)

References available upon request.