**MIHAELA CHETRAN**

**Junior Front-End Developer**

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**ABOUT ME**

“I am passionate about what I do and always give 100%”. Junior Front-End Developer currently pursuing the opportunity to begin my career in the web development industry, therefore development opportunities and challenging projects are prioritized. Enthusiastic and highly motivated person who enjoys a nice coding challenge because I have a huge will to learn new things and solve solutions by attacking the problem at its core.

**SKILLS**

* **Front End - HTML, CSS, JavaScript, JSon, Foundation, Bootstrap**
* **Back End** - **NodeJS, Pug, Git,**
* **Libraries** - **JQuery, Sass**
* **Frameworks** - **React**
* **OS&Others** - **Outlook, Word, Power Point, Excel** (including pivot table creation &manipulation look-ups and conditional formatting), **Promotional Office** software

**Social**

* Excellent communication and interpersonal skills
* Ability to operate within a cross-cultural workforce
* Working effectively independently and as a team in a busy work environment
* Having a natural initiative to work alone towards problem solving issues that may arise
* Managing time adequately to establish priorities and delegating tasks effectively
* Ability to work under pressure in a calm, professional, efficient and courteous manner
* Committed to excellence and high standards
* Perseverance and motivation

**OPEN SOURCE PROJECTS**

**My CV -** <https://github.com/mihaelachetran/my-cv>

**CodeTap Academy – projects -** <https://github.com/mihaelachetran/master-agile>

**My CV – junior -** <https://github.com/mihaelachetran/my-cv-v2-junior>

**My CV – starter -** <https://github.com/mihaelachetran/my-cv-v2-starter>

**EDUCATION**

**September 2014 – May 2017** *University Centre Croydon (University of Sussex) – London*

* BA (HONS) Business Suite 2:1 – Finance, Marketing, Management

**October 2012 – February 2013** *Learndirect – Norbury, London*

* Level 2 Certificate in English Skills

**EMPLOYMENT**

**November 2019 – Current – Student and part-time at CodeTap Academy (online)**

* Contributing to developing web pages using mainly technologies like HTML, CSS, PUG, SASS and JavaScript but experiencing also React to deliver outstanding front-end services to clients.
* Using JavaScript and CSS3 to improve page speed load and user experience
* Working and learning along with other students, as well as helping each other on improving current aptitudes and gaining new skills

**March 2020 – April 2020 – laid off due to COVID-19**

*Account Manager LRG International*

* Dealing with a wide range of merchandise every day and existing clients, as well as generating further interest from clients and prospects by coming forward with new product ideas
* Building and maintaining strong relationships with a variety of suppliers from Europe and the Far East
* Generating invoices through the Promotional Office (PO) software, as well as overseeing the administration of all the sales processes
* Negotiate on costing and ensure projects are delivered on budget
* Other ad hoc tasks or projects as required to carry out the role effectively and support the business
* Handling client’s account and projects or issues that might be relative to the client

**September 2017- March 2020**

*Customer Account Manager IBB International Bullion*

* Overseeing the administration relating to all sales processes
* Assisting with product merchandising online by developing and implementing effective promotional strategies to increase profit across all channels (Retail, Web, B2B, B2C and Inbound)
* Generating invoices and credit notes
* Dealing directly with clients and customers at the same time to resolve issues
* Updating/ Uploading new product information which includes revising price, contents and terms on company’s platform
* Liaising with suppliers when needed in order to maintain a more efficient method for both inventory and shipping
* Responsible in day to day order management
* General administration tasks related to the above which are included in handling client account and projects or issues that might be relative to the client

**September 2008–August 2017 (September 2014–September 2017: Part time)**

*Personal Shopper and Admin Assistant Lucindas Dress Boutique*

* Marketing PR calls to promote the company and its products, maximising business chances and building new relationships.
* Operate office equipment and complete general office work including answering telephones, accurate up to date filling and archiving of documents and data entry
* Deliver sales targets and ensure the best possible service to customers
* Provide expert advice on trends and give the highest level of personal service for customers with an advanced knowledge of products
* Keep up with the latest progress and trends in fashion and analyse sales to effectively select and replace stock in order to meet customer’s needs and maximise sales

**January 2007 – January 2008**

*PA to Managing Director Eurowear Impex*

* Receive, record and distribute factory correspondence
* Keep visitors log in accordance with legal requirements
* General office management and reception duties including managing the switchboard, arranging meetings, document managing and management of general administration

**September 2004 – December 2007**

*Warehouse Manager Sonic Fashion*

* Management of small team
* Control all inbound logistics
* Responsible for accurate verification of all manufacturing goods in and reporting on over/under stock
* Stock management of all items required for manufacturing the garments
* Monthly inventory assessment

**July 2000– August 2004**

*Quality Control Inspector Sonic Fashion*

* Monitor products according to the required quality standards of the clients
* Measure, test, label, pack and fill in documentation of the production samples for delivery to the clients
* Translate associated documentation for both clients and company