**Curriculum Vitae**

**Natalie Jayne Chappelhow**

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**Personal Profile**

I am a very well-mannered, punctual and adaptable person who is skillful when working as either part of a team or independently from my own initiative.

Committed and motivated to do the job in hand, whatever that may be, I am always determined to succeed, complete work to high standards and do my best.

Highly trustworthy and responsible, I also have a positive attitude and enjoy keeping my mind open to different challenges and possibilities.

**Skills and Abilities**

* Ability to use HTML, CSS, JavaScript
* Using version control – Git and Github
* Create responsive websites
* Excellent time management skills
* Organised and efficient
* Creative at thinking
* Effective at solving problems
* Able to remain calm in stressful situations
* Strong IT and office skills

**Education and Qualifications**

Currently I am a third year student working towards a degree in **Web Design and Development** at the University of Central Lancashire. For the degree, I have learned some new skills such as learning new programming languages, JavaScript, HTML and CSS.

2013 - 2014 Kendal College, Kendal

*Subject*

City and Guilds Level 3 Diploma in ICT Professional Competence. The Apprenticeship consisted of two qualifications, Level 3 Diploma in ICT Professional Competence and Level 3 Certificate in ICT Systems and Principles.

2006 - 2013 Queen Elizabeth Grammar School, Penrith

A Level – IT, Geography, Philosopy and Ethics, General Studies

AS Level – 16th Century History

GCSE – Mathematics, English Language, English Literature, ICT, History, Biology, Chemistry, Physics, German, Drama, RE (half course)

**Employment**

Dec. 2014 – Sept. 2015 **F/T Administation Assistant AW Jenkinson**

For the role I had to update wagon tickets onto the system and helped to create and log invoices. As we had many different deadlines to meet during the day this helped me develop time management skills and organisational skills.

Sept. 2013 – Dec. 2014  **IT Apprenticeship AW Jenkinson**

I enjoy working in a team and learning new skills. I have made two comprehensive websites, one by myself with input from the customers and one with another member of staff. I have enjoyed developing these websites as it has enabled me to be more creative, utilise my IT skills and problem solve effectively. For the most part I would help other members of staff with any IT issues that they might be having but I also was able to visit other sites to fit equipment, such as computers and networking equipment.

Aug. 2010 – Jan. 2012 **P/T Assistant** **James’ Fruit and Vegetables**

This was my first job while studying and my role was as an Assistant based in a larger retail unit. I cleaned and prepared all the fruits before putting them on display and also helped with customer enquiries. I learned my role very quickly and I learned what was expected of me in the workplace. I also learned communication skills because of helping customers enquiries I had to make sure that I dealt with them with professionalism.

**Other Experiences**

***Atlantis, Larnaca***

In July 2017 I went to Larnaca in Cyprus with 4 students from my university to help to create a video for a conference that was ran by the Cypriot Red Cross.

***WorldSkills***

On 2nd May 2014 I took part in the North East regional heats for WorldSkills where I came third.

***Wonderful Things***

Together with some of the members of my university course, I helped with planning a website for a client, Wonderful Things.

In year 13 of school, I was involved in being a Year 8 Buddy and in Prefecting. I also helped to create the school’s Dance Evening DVD and helped year 8 and 9’s in their IT lessons when they needed help using Adobe Photoshop and Flash, Microsoft Access, Excel and Word.

**Interests & Hobbies**

My main interest is Motorsport. I relish the aspect of travelling around the country to watch races from the trackside and talking to the teams and drivers about the race cars.

I am also a fan of watching many other sports such as football. I also enjoy taking part in sports either team or individual sports such as hockey and badminton.

**Additional Information**

I have had First Aid training and have completed a workplace Manual Handling course.

**Date of Birth References**

11th August 1995 Available on request