

Philippa Bone

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DOB: 07/05/1995

Personal Profile

Enthusiastic third year university student with a passion for delivering work to the highest standards. Organised, methodical, not afraid to roll the sleeves up when required. Good sense of humour. Calm under pressure, yet tenacious and determined, always going the extra mile. A very popular team player with excellent communication, listening and interpersonal skills, expressing her own opinion within a team framework and encouraging others to do likewise. Respectful and even-handed with an approachable and friendly demeanour and a willingness to take responsibility.

Education, Qualifications and Training

Institution

Qualifications and Training

Manchester Metropolitan
All Saints Building
All Saints
Manchester
M15 6BH

BSc Hons - Information and Communication Technology

Graduating Summer 2017 – Expected Grade 1st Class

Second Year Results

Web Site Development : 73%
Digital Project Management : 74%
Media Text and Ethics: 65%
Web Programming (JavaScript) : 79%

Overall : First Class

Hutton CE Grammar 6th Form
Liverpool Road
Hutton
Preston
PR4 5SN

A Level

ICT	D
Biology	E
General Studies	D
Mathematics	E

St Michaels CE High School
Astley Road
Chorley
PR7 1RS

GCSE

RE	A*
Science	A
Additional Science	B
Mathematics	B
German	B
Catering	B
English Language	B
English Literature	B
Applied Business	BC (Double Award)
Business and Communication	B

Work Experience, Responsibilities & Achievements

Hillcrest Animal Hospital
Water Street
Chorley
PR7 1EX

Veterinary Assistant (Oct 12 – May 13)

I initially carried out a week's work placement in October 2012 and continued one evening per week until May 2013. My duties included:

- Taking appointments and general office/reception duties
- Assisting Vets in consultations
- Supporting clients during emotional and difficult situations
- General cleaning e.g. Kennels, reception and treatment areas
- Experience of using their computer systems

North West Riding Academy
(Club Equestrian)
Wigan Road
Leyland
PR25 5SB

Groom/Rider (May 14 – April 16)

I helped with a summer school at Club Equestrian and also a weekly course for brownies, my duties included.

- Dealing with customers queries and arranging lessons
- Complying with and ensuring others complied with health and safety guidelines
- Teaching the children for their Pony Club badges
- Managing a group of around 8 children
- Demonstrating and supervising stable management
- Marketing ponies for sale online with adverts and videos

Summer 2016

I spent summer 2016 trying to expand on my web skills. I joined Code School online and did some of their online tutorials including Git Real. I also expended my knowledge on responsive sites and building for mobile, this is helping me create my first portfolio site.

For my third year project portfolio I am building a web site for my friends business.

Interests

After enjoying studying ICT at A-level and researching careers in this area I decided to continue studying this field at university I am currently at Manchester Metropolitan University undertaking a broad based information and communications degree. I have always had a keen interest in ICT and I always try to help solve other people's IT related problems. In my first year I quickly realised that I really enjoyed the web side coming out with 82% overall in PHP and 75% in HTML/CSS, in my second year I got 79% overall in JavaScript.

In my second year I did Digital Project Management and that became a favourite of mine and I managed a small team (5) on a website for international students in Manchester. I also attended the DPM:UK conference in Manchester which was a wonderful experience.

I am a keen horse rider and have been very lucky to have had ponies since the age of 4. I currently have one horse and regularly compete at affiliated competitions.

Spending time with family is very important as is socialising with friends; ensuring I always find time to celebrate special occasions and important dates when they arise.

Full UK Driving Licence
References available on request