

Lilith Miller-Fermor



Address	Shrewsbury United Kingdom	Phone	+44 7557 911 251
Email	dev@lilithmf.com	Links	Development Portfolio , GitHub , LinkedIn

01 PROFILE

Enthusiastic "Coding Bootcamp" graduate eager to get her teeth into interesting projects. Solid foundation of coding knowledge, with experience problem solving in diverse contexts. Growth mindset, picking up new skills and integrating them easily. Psychology degree, extensive office experience.

02 EMPLOYMENT HISTORY

03/2022 — Present

Virtual Assistant at Self-Employed

Working for various clients in myriad ways to support them in their small businesses endeavours.

- Project management
- Website development
- IT support
- Admin tasks
- Calendar management
- Research and planning

01/2022 — Present

Toy Designer and Tailor at Self-Employed

- Designing sewing patterns and digitising them.
- Researching specific endangered species and recreating them as soft toys.

03/2017 — 12/2017

Nanny at Self-Employed

Penarth

- Providing regular childcare for a few families.
- Responsibility for logistics of picking up and dropping off to different places, feeding, and caring for the children.
- Organised many activities for the kids to play and do.

09/2016 — 03/2017

Nanny/Housekeeper at Annie Moyo

Penarth

- Full responsibility for child's routine, playtime, discipline and transport to and from school.
- Ensured that the living areas, kitchen and were tidy and clean at all times, requiring excellent time management and organisational skills.

02/2012 — 12/2015

Assistant Consultant at ESI Ltd

*Shrewsbury, Reading,
Cardiff*

- Worked diligently to the PM's instructions.
- Wide variety of tasks, from performing site inspections and collecting river water samples, to data entry,
- Became known as the person to go to when someone needed a custom tool developed.
- Created solutions in Python for ArcGIS, VBA for Excel, used SQL for accessing large data stores, and automated as much as possible of data-entry tasks, saving countless hours.

10/2009 — 02/2010

Waitress at Mercure Holland House Hotel

Cardiff

- Working conscientiously as part of a team to serve large functions
- Performing tasks in an efficient and timely manner
- Using initiative to assist customers with inquiries and requests

06/2009 — 09/2009

Project Support at ESI Ltd

Shrewsbury

- Using map archives to locate potential sources of contamination using GIS software
- Working diligently and thoroughly to a set deadline

05/2008 — 09/2008

Internet Marketing and Website technician at ESI Ltd

Shrewsbury

- Managing the ESI online presence and their Google Ad campaigns
- Part of the team setting up the new ESI website, migrating to new CMS
- Relief administrative support when needed – working quickly and effectively under pressure

12/2007 — 02/2008

Office Junior at E4environment

Shrewsbury

- General administrative work
- Updating the recycling point search engine wasteconnect.co.uk

09/2007 — 12/2007

Sales Assistant at Comet Electricals Superstore

Shrewsbury

- Meeting and working with a wide variety of different people
- Assisting and advising customers on choosing their purchases
- Working to sales targets and 'up selling' where appropriate

07/2006 — 09/2006

Waitress at The Riverside Inn

Shrewsbury

- Politely dealing with customers orders and enquiries while serving food and drinks in a busy restaurant environment.
- Assisting in food preparation and ensuring the kitchen and implements are always clean and tidy.

10/2005 — 07/2006

Office Junior at ESI Ltd

Shrewsbury

- Required to work quickly through regular tasks to maintain office environment, as well as using initiative to optimise various aspects.

- Often required to use computer programs such as Word and Excel, as well as inputting data into vtiger CRM Open-Source software.

03 EDUCATION

Mar 2023 — Sep 2023

University of Birmingham

Online

Full Stack Web Development Coding Bootcamp

UI lead on team project awarded "Best UI".

Developed concept on team project awarded "Best Concept".

Sep 2008 — Aug 2012

Cardiff University

Cardiff

BSc Psychology

Graduated 2:2

Sep 2005 — Jul 2007

Shrewsbury Sixth Form College

Shrewsbury

AS/A2 Levels

- A: Maths A2
- A: Physics A2
- A: Psychology A2
- C: Film Studies AS

Sep 2000 — Jul 2005

Shrewsbury High School

Shrewsbury

9 GCSE's

- A*: Maths
- AA: Dual Award Science
- A & B: English Literature & Language
- B: History, Geography & French
- D: Drama

04 SKILLS

Node.js

JS

Python

React

Git

SQL

HTML & CSS

NoSQL

PHP

Express.js

05 REFERENCES

References available upon request