Robert Salmon BA

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Experience

Oct 16 to Present

Digital Developer, Richmond and Wandsworth Councils
Developing applications and forms for Richmond and Wandsworth Council websites.

Key achievements
- Developed the Pension Shared Services website: see **https://pensionssharedservice.org.uk**
- Developed the Wandsworth Fostering website: **https://fostering.wandsworth.gov.uk**

Jan 12 to Sep 16

Corporate Web Developer, Wandsworth Council
Maintained and developed **www.wandsworth.gov.uk** – using server- and client-side scripting.

Key achievements
- Developed the planning applications directory: **www.robsalmon.me.uk/portfolio/1**
- Developed the Wandsworth Stop Smoking Service directory: **www.robsalmon.me.uk/portfolio/2**
- Developed the Find your polling station in Wandsworth app: **www.robsalmon.me.uk/portfolio/3**
- Developed the My Neighbourhood app: **www.robsalmon.me.uk/portfolio/4**

April 09 to Dec 11

Web Assistant, Wandsworth Council (temporary contract)
Maintained and developed **www.wandsworth.gov.uk** – using server- and client-side scripting. I also edited the site using the Jadu Content Management System (CMS) and edited the intranet.

Key achievements
- Managed a team of two in the absence of the Web Manager (Nov 09 –Jan 10)
- Project-managed the redesign of the Licenses and Street Trading section so that it met the requirements of the EU Services Directive: (see **www.wandsworth.gov.uk/licensing**)
- Redeveloped the news section using PHP (see **www.wandsworth.gov.uk/news**) resulting in reduced costs and a more user-friendly email marketing service

Jan 08 to March 09

Content Coach, Newham Council (temporary contract)
Built, edited and proofread intranet and internet pages according to a style guide.
Key achievements
- Designed and built the Member Services intranet
- Edited and migrated Education and Learning content to a new design: see
- Trained Newham Council staff in using Microsoft CMS.RAPID and web writing
- Designed and built a web portal for Newham's councillors on the council intranet
- Designed and built the Customer Services intranet
- Wrote, edited and produced the Interpreting and Translation Services page.

Nov 07 to Dec 07

Web Support Officer, Harrow Council (temporary contract)
Wrote and edited the A to Z of Services section of **www.harrow.gov.uk** according to a style guide using the Jadu CMS.

Key achievements
- Wrote web content on holiday schemes on behalf of Harrow Children's Information Service
- Edited web copy on library computer access on behalf of Harrow Library Services

April 07 to Oct 07

Group Publications Officer – AmicusHorizon Housing Group (temporary contract)
Researched, wrote and edited for corporate and customer-facing publications and websites.

Key achievements
- Wrote copy for the intranet to keep staff informed of key developments
- Wrote copy for the staff newsletter, AtHome, to monthly deadlines
- Proofread and edited copy for the Swale Housing Association newsletter to quarterly deadlines
- Implemented and developed the translation project to ensure that tenants received publications in a format/language that met their needs.

Feb 04 to March 07

Information and Communications Officer – National Association of Children's Information Services (NACIS)
Developed and maintained information management and communications facilities.

Robert Salmon's Curriculum Vitae

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Key achievements
- Designed, developed and wrote for the company website. Find it archived at **http://preview.tiurl.com/ck6dup**
  - Wrote regular stories for the news section
  - Followed Web Accessibility Initiative (WAI) guidelines to develop and maintain the site
  - Conducted usability testing with potential users during development phases
  - Utilised Funnel Web Analyzer analytic software to assess the success of design decisions
  - Commissioned, wrote and edited content for sections of the site to weekly deadlines
  - Wrote, edited and designed the membership newsletter to quarterly deadlines
- Edited and designed the bi-lingual CIS in Wales newsletter to quarterly deadlines

Aug 03 to Jan 04	**Administrative Support Officer (EIS) – Information Department, Central Office, Citizens Advice** Managed and updated the electronic and paper-based information systems for distribution to bureaux.

Key achievements
- Converted paper-based information to web-ready copy to monthly deadlines using a bespoke CMS
- Chaired administrator's meetings.

Jan 03 to Jun 03	**Communications Administrator – BBC SOS Teacher service – BSS UK Ltd** Commissioned, wrote and edited for the mobile and interactive TV-based SOS Teacher service.

Key achievements
- Moderated incoming questions from students studying between Key Stage 2 and A Level
- Commissioned appropriate teachers to answers students' questions
- Uploaded answers provided by teachers to the web – to hourly deadlines using a CMS
- Validated HTML produced by the CMS before posting content on to the BBC's website
- Maintained and developed databases to streamline the information management process
- Specialised in editing IT and English answers for copy-editing quality control purposes.

Jan 02 to Dec 02	**Data Management Clerk – Defence Secondary Care Agency, MoD** Digitised armed forces personnel health records. Data was used for pension allocation purposes.
Mar 01 to Oct 01	**Clerical Assistant – Bexley Education Business Partnership (run by Bexley Council)** Produced publications and helped organise events aimed at Bexley students.

Key achievements
- Proofread and designed over thirty-five Maths Trail test booklets to weekly deadlines
- Proofread and designed the Bexley Young Enterprise 2001 Awards Ceremony programme

Dec 00 to Feb 01	**Administrative Assistant – Bexley Council** **Directorate of Environment and Regeneration Services** Sorted and digitally archived case records for the Environmental Health department.

Key achievement
- Wrote and designed four public information posters on asbestos-cement disposal.

Education

April 09	**Media Training Ltd, London. SE1 8SE** Writing for the Web
December 08	**Maven Training, London. EC2M 1SB** PRINCE2 Project Management Practitioner
Nov 05 to Nov 07	**University of Westminster, London. HA1 3TP** Foundation in Business and Computing Studies (Distinction) (Modules in Flash, JavaScript, PHP, Java, Oracle, SQL, Oracle PL/SQL, ASP .NET 2005, UML and XML)
Oct 04 to Dec 04	**London School of Publishing, London. W11 3JS** NUJ Certificate in Publishing: Magazine Sub-Editing (Merit)
Sep 97 to Jul 00	**University of Plymouth, Exeter, EX2 6AS** BA Honours in Media Arts with English (2:1)

Skills

- Accessibility and usability techniques
- CSS
- C# and .NET
- JavaScript
- Jadu CMS
- PHP
- SQL
- Writing for the web
- Umbraco CMS
- XHTML
- XML