

Simon Wheeldon

Nottinghamshire, UK

Telephone: 07824 881 688

Email: simon@jampot.design

Profile:

An honest, passionate, upfront professional who throws himself into a project wholeheartedly and enjoys to be challenged. I consider myself an asset to any organisation and someone who is a little different. I will always give an opinion and I love to think outside of the box.

Earlier this year I took the step to go back to education and study web development remotely. I gained a real passion for building sites and applications in my spare time and wanted to make a career out of it. I am enjoying learning and after my course finishes I will be reinforcing my knowledge of my current languages and adding many more.

I am moving to Newark in the next month so I am looking for any opportunities to join a great company and take my learning further.

Key Skills and Attributes:

- | | |
|-----------------------------------|--------------------------------|
| • Complex problem solver | • Advanced admin skills |
| • Exemplary customer service | • Innovative |
| • Adaptable | • Strategic thinker |
| • Excellent organisational skills | • Strong leadership/Management |
| • Proactive | • Recruitment |

Languages/Libraries/Packages/Testing

Front End - (good knowledge of): **HTML, CSS, Bootstrap** (basic/improving knowledge of): **JavaScript, jQuery, ReactJS, Redux, ExpressJS, AJAX, JSON, LESS.**

Back End - (basic/improving knowledge of): **NPM, NodeJS, MongoDB, Mongoose, Mocha, Chai, Passport, bcrypt, Socket,**

Other Software Knowledge: GitHub, Squarespace, Wordpress, Atom, Sublime Text, Brackets, Microsoft Office, Google Suite, Zapier, IFTTT, Trello, Xero, Slack, Social Media, Apple Office Suite, Chatra, PipeDrive (CRM), Groove HQ, Autopilot HQ.

Career Highlights:

Bitposter Ltd (London)

Operations Manager, March 2015 – July 2016

- Dealing with all internal recruitment – successfully hired a remote team of developers from Russia and Belarus
- Office management/admin
- Team management both in house and remote
- HR – Dealing with all HR issues and tasks
- Customer & client services
- Day to day operations
- Organised and executed an R&D rebate from the HMRC, resulting in £47,000 being reclaimed for the company
- Responsible for paying UK based and remote employees
- Organising company events
- Meeting management for co-founders - booking and setting up necessary requirements for meetings
- Website maintenance using Squarespace
- Copy writing - providing content for website and sales presentations
- Running all Social Media channels

Financial Ombudsman (London)

Adjudicator, July 2013 – March 2015

- Dealing with outbound and inbound calls.
- Front line phone support to customers
- Making assessments on complaints
- Responding to emails and post in a timely and efficient manner
- Taking detailed notes whilst on calls
- Attending meetings about cutting edge Financial Ombudsman issues
- Extensive use of our switchboard system

Apple (London)

Lead (Supervisor) in the Regent Street store, April 2011 – June 2013

- Responsible for area supervision of the sales area
- Store administration including opening and closing the store
- Provided support for customers and employees
- Gave expert advice, guidance and training on fraud and operational practices which needed to be in place as they were a key part of developing and working towards the wider business strategy
- Assisted in training of new cashiers and cross-training of other staff

I was promoted to a Lead in Oct 2012 from a Specialist/Business Support. In March 2013 I was chosen to go on a secondment to Apple Corporate UK for 2 months where I managed a data collection exercise, presenting reports, analysing and showing key areas for improvement.

AM Media

Trainee Promo Producer, November 2010 – May 2011

- Created and edited menu pages for Sony's Europe and Africa channels. Made and edited CDs, DVDs and tapes. Oversaw some promotional clips using Final Cut 7

Education, Voluntary Work and Experiences:

Higher Education – University of Sheffield

- BA (Hons) Degree in Landscape Architecture & Planning – 2:1

Secondary Education – King Edward VI Grammar School in Louth, Lincolnshire

- GCSEs (2005) - History (A*), English (A), Art (A), Short Course RS (A), Math's (B), Science (BB), Geography (B), English Literature (B), French (C)
- 'A' LEVELS (2007) - History (B), Art (B), Politics (C)

Voluntary Work –

- Assistant Coach with Little Kickers from February 2012 – September 2012
- Coach of Under 9s with Edmonton United from September 2012 – May 2013

Awards –

- Sergeant in the Combined Cadet Force (CCF)
- Duke of Edinburgh Bronze, Silver and Gold awards
- FA Level 1 and 2 Coaching Badges
- FA Youth Module Level 1

Full clean driving license held.

Interests:

I am a family man first and foremost and love to spend time with my wife, family and friends. I am an avid football fan, if you can call Aston Villa a football team (some people disagree with me) and love to dabble in all things sport.

I like to read the news and keep up with the latest goings on in the world. Being a secret tech geek I save all my news articles to an App (Pocket) so I can devour them at a later date, usually when my wife is reading a good old-fashioned book. In my spare time I have found a real passion for start-ups, having co-founded three. The Property Platform, Pluhoo and Send a Box.