

SHELLIE DOWNIE

JUNIOR FRONT-END DEVELOPER

07875 384 374



shellie.downie13@gmail.com



<https://github.com/shellieD>



South Wales



TECHNICAL SKILLS

HTML

CSS

JAVASCRIPT

PYTHON

BOOTSTRAP

VERSION CONROL - GIT

EDUCATION & CREDENTIALS

FULL STACK SOFTWARE DEVELOPMENT CODE INSTITUTE SEPT 2021 - PRESENT

PGCE Primary Education, QTS
Oxford Brookes University
2006-2007

BA (Hons) Drama and Theatre Arts
Staffordshire University
2002-2005

A LEVEL COMPUTER PROGRAMMNG
A LEVEL THEATRE STUDIES
Caldicot Sixth Form
2000-2002

8 GCSE's including Maths, English
Science and IT at Grade B
Caldicot Comprehensive School
1995-2000

PROFESSIONAL PROFILE

Enthusiastic, motivated and outgoing individual. Looking for first Junior Front-End Developer position to help consolidate and build on the concepts already learned through the Full Stack Software Development Course with Code Institute. Seeking a forward thinking, inclusive and inspiring workplace with the opportunity to work closely with a mentor and senior developers to harvest experience and knowledge and continue learning.

Approachable, hardworking and reliable with strong organisation and communications skills and a highly developed attention to detail allowing for delivery of a high standard of work, even when under pressure.

Excellent work ethic and a willingness to learn, together with the ability to build rapport with others quickly and maintain relationships. Flexible approach to work with the ability to adapt to changing situations. Courteous, punctual and thorough, and enjoys challenging situations.

EXPERIENCE

SECRETARIAL TEAM LEADER – February 2019 - Present

LEGAL SECRETARY - November 2013 - Present

Clinical Risk / DAC Beachcroft Bristol

- Leading the secretarial team to ensure excellent support to our Fee Earners and high quality service to our clients;
- Regular and ad hoc 1:1s, quarterly reviews, appraisals;
- Facilitate between Partners, Fee Earners and Secretaries to keep lines of communication open;
- Ensuring team are engaged in their roles and promoting personal development.
- Servant Leader;
- Involved in recruitment of new team members;
- Effectively prioritise daily tasks whilst managing a full work load;
- Book client and internal meetings;
- Prepare of correspondence and documents from digital dictation;
- Maintain electronic filing system (Filesite/Solcase);
- File, archive, copy, scan and fax documents as and when required;
- Travel Champion - Assist with booking of travel arrangements;
- Work effectively with fee earners and secretarial team members;
- Handle confidential information in line with firm and client data security protocols;
- Create encrypted bundles, PDF and word documents. Encrypt CDs and DVDs;
- Prepare document bundles for Court, Experts and Witnesses.

SHELLIE DOWNIE

JUNIOR FRONT-END DEVELOPER

07875 384 374



shellie.downie13@gmail.com



<https://github.com/shellieD>



South Wales



TRANSFERABLE SKILLS

Microsoft Office Suite

Solcase

PDF Docs Corp

Citrix Sharefile

Zylpha Bundling

Case Management Systems

FCM Travel Hub

Digital Dictation

Diary Management

Appraisals

Recruitment

EXTRA

GRADE 8 PIANO

ABRSM

FIRST AIDER

St Johns Ambulance

Requalified April 2021

Qualified 2017

FIRE WARDEN

St Johns Ambulance

June 2019

MENTAL HEALTH FIRST AID

CHAMPION

June 2019

VOLUNTEER EXPERIENCE

All Creatures Great and Small

Animal Sanctuary

2011 - 2013

EXPERIENCE *continued*

LEGAL SECRETARY, Post-Completion, Conveyancing

John W Davies Solicitors, Newport / August 2012 – November 2013

- Submitting forms to HM Revenue & Customs within 28 day timeframe;
- Registering properties at HM Land Registry;
- Updating mortgage lenders with the progress of the registration of properties;
- Dealing with incoming post and emails and responding efficiently and accurately;
- Taking telephone calls from clients, agents, Solicitors and Mortgage Lenders and making sure their enquiries are dealt with in a professional, clear and concise manner. Taking detailed and accurate messages when required;
- Maintaining electronic and paper filing system and general office administration.
- Digital dictation

CONVEYANCING ASSISTANT

Convey Law LLP, Newport / April 2010 – August 2012

- Updated Estate Agents, Solicitors, Mortgage Lenders and clients of the progress of the file;
- Preparing contract papers;
- Ordering relevant property searches;
- Electronically verifying client's identities;
- Digital dictation;
- Management of paper and electronic file management systems;

SUPPLY TEACHER (Primary Education)

Archbishop Rowan Williams Church in Wales Primary School / April 2009 – April 2010

SUPPLY TEACHER / TEACHING ASSISTANT

Teaching 4 Wales, Newport / September 2008 – April 2010

TEACHING ASSISTANT

Pembroke Primary School, Chepstow / April 2008 – July 2008

REFERENCES



Available upon request