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# Silvia Ramos

Front-End | London

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## ABOUT ME

Exceptionally creative and dependable Entry Level Web Developer with a stellar customer service record and work ethic. Broadly knowledge a variety of computer languages as well as the principles and techniques of website construction, topography, responsive layouts and maintenance. Highly adept at conveying complex technical information to a variety of professional and lay audiences in a clear and understandable manner.

As a note, in 2019 I have earned the award of “Employee of the Month” for exceeding our sales targets, and my exceptional customer service skills.

## HOBBIES & INTERESTS



Music



Travel



Cinema



Dance



Theatre



Coding



Design

# RESUME

## EXPERIENCE

### OFFICE MANAGER

Farho UK - August 2019 - Current

Administration duties, HR and marketing designer.

### CONFERENCE EXECUTIVE PLANNER

Horwood Estate - February 2018 - August 2019

Selling the function space for a hotel of 36 meeting rooms. Full event planning, design and production. Issue of contracts, payment requests and post event evaluations.

### SALES EXECUTIVE/DUTY MANAGER

Woughton House - May 2016 - February 2018

Direct, oversee and manage daily operations. Monitor and report on revenue cash flow. Implement company policies and procedures. Full event planner, designer and production of promotional material.



# RESUME

## EXPERIENCE

### OFFICE MANAGER

Parkside House - June 2014 - May 2016

Oversee and support staff, receptionist and security guards. Provide financial assistance as well as HR. Negotiate new customers accounts, contracts and liaise and manage vendors and suppliers.

### FINANCIAL ADMINISTRATOR

Parkside House - August 2012 - June 2014

Manage all accounting operations.  
Prepare and publish timely monthly financial statements. Ensure quality control over financial transactions. Manage hotel stationary.



## EDUCATION

**MA Business Management**  
University College Birmingham - 2011 - 2012

**TECH DEGREE : Front End Developer**  
TreeHouse - 2020

Full Front End track. All projects qualified as  
"Exceeds Expectations"

**BACHELOR'S DEGREE: Hospitality**  
Escuela Turismo Asturias - 2007 - 2010  
Third year studied at the University of Angers,  
France.



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## FURTHER QUALIFICATIONS



**First Aider**



**BIIAM Level 2+**



**Complaints  
handler**

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## MY SERVICES

### **Web Design**

A generous splash of  
creativity



### **Responsive**

Describe this service in  
more detail.

### **Coding**

From scratch or as partner up



### **Optimization**

Technical performance

### **Problem Solving**

Use of the "Four P's"



### **Technologies**

HTML5, CSS, SASS, JS,  
jQuery, APIs, Postgress,  
Node.js, Bootstrap