

DONNA SMITH

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Websites:

<https://skies09.github.io>

Computing portfolio:

- HTML and HTML5
- CSS3
- Javascript
- Node.js
- JQuery
- Git
- GitHub
- Cloud 9
- Chrome Developer Tools

Currently studying:

- C#
- Python
- SQL
- PHP

Education

2018 – Present – Diploma in Full Stack Web Development People	The Learning
2014 – 2017 - BSc (Hons) Natural Science Chemistry based 2:2	The Open University
2013 – 2014 - AAT Level 3 Diploma	Warrington Collegiate
2011 – 2012 - Level 3 Diploma in Payroll Management	Home Learning
2012 – 2013 - Mathematics and English key skills – Distinction	Warrington Collegiate
1997 - 2002 - I.C.T. G.N.V.Q - B Mathematics G.C.S.E. – C Science G.C.S.E. – CC English G.C.S.E. – C Geography G.C.S.E. – C Electronics G.C.S.E. - C	Bedford High School

Career History

HGV Driver / Company director	Donna's Deliveries LTD	August 2016 to
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present.

Starting a limited company, I am able to take on many contracts with different hauliers such as Jaguar and Land Rover. This allows me to use my wealth of experience, skills and knowledge within the transport industry to a full advantage. I am able to adhere to strict health and safety procedures when transporting goods by road along with maintaining all paperwork and accounts for the business.

HGV Driver

Hermes

December 2015 – August 2016

This role required timed deliveries and allowed me to meet deadlines. Risk assessments conducted by myself allowed me to identify methods to increase efficiency but to also reduce risks. This allowed me to execute more deliveries in a given shift.

HGV Driver

Norbert Dentressangle October 2013 – December 2015

I was responsible for the transportation of goods to various locations. Using defensive driving I was able to reduce emissions and costs. My flexibility also allowed me to cover many shifts including sickness and holidays

Accountant
2013

Aardvark Janitorial Supplies May 2012 – September

Starting within a new industry I demonstrated how rapidly and comfortably I am able to acquire new skills. I was able to self study accounting techniques and programs to deal with all finance sectors within the company. During my time I was able to improve purchases and sales recording and strengthen the bookkeeping organisation. To increase profit I was able to use income statements to plan quarterly budgets with management.

Hobbies and Interests

During moments of spare time I enjoy keeping fit by snowboarding, yoga and wild swimming. I continuously study and currently I am reading though neurology and astronomy books. I also enjoy dog training and I am currently studying canine psychology.

Additional Information

Computer literate and proficient in all Microsoft packages.
In depth understanding of operating systems Windows, Linux and IOS.
I have full driving licence, PCV licence and LGV licences.
I have completed ADR qualification with tanks and can transport dangerous goods by road.
I have fork lift counterbalance licence.
I have manual handling and customer service certification.