

Contact

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Skills

Adobe Creative Suite

Sketch

HTML & SCSS

Javascript & PHP

Wordpress & SilverStripe

Microsoft Office

Education

Diploma of Web Development with Distinction

Yoobee School of Design

2016 - 2017

Bachelor of Fine Art Majoring in Design

University of Canterbury

2009 - 2012

University Entrance & NCEA Lvl 1, 2, 3

Avonside Girl's High School

2004 - 2008

Referees

Experience

Front End Developer / Digital Designer – Custom D

May 2017 - Present

- Collaborating with other front-end and back-end developers to create websites, landing pages, mail campaigns and web app components via an agile methodology.
- Assisting with the design and production of client proposals.
- Keeping customers up to date on budgets, project deliverables and proactively suggesting improvements.
- Using SilverStripe, CodeIgniter and React alongside modern workflows including automation via grunt, BEM implementation via SASS, and version control via Git.

Web Designer – Big Boy Websites

November 2016 - May 2017

- Designing and building unique and engaging websites
- Liaising with customers to effectively implement requested changes
- Responding to customer queries in a timely manner

Claims Advisor – Earthquake Commission

November 2013 - June 2016

- General Administrative duties including data entry, reviewing and updating claims, compiling claim packs.
- Responding to internal & external queries for information on CHRP claims
- Providing administrative support to Estimator/Assessors and attending site visits when required.
- Liaising with other business units, contractors and personnel.
- Processing claims for payment within agreed permissions and delegations
- Additional responsibilities included overseeing team reporting, assisting with staff training, and managing a document tracking system within the Riccarton Hub.

Revenue Assessment Officer for Inland Revenue – Salmat

May 2013 - September 2013 (4 Month Contract)

- Responding to customer queries via the MyIR Secure Mail system in a courteous and professional manner.
- Making proactive outbound calls as part of the PBA outbound campaign
- Actioning taxpayer file maintenance and issuing Personal Tax Summaries, Summary of Earnings, and Tax Packs.

Archiving Assistant – The Physics Room

November 2011 - February 2012

- Organisation of 15 years worth of publications and photographic slides for subsequent digitisation

Customer Service Team Member – KFC Westfield Riccarton

July 2009 - March 2011

- Customer service and cash handling
- Food preparation and cleaning skills

Alex Mann	Richard Lovell	Simon Hay
Managing Director	Web Developer	CHRP Operations Supervisor
Big Boy Websites	Tutor ACG	Earthquake Commission
027 277 6659	Yoobe	027 461 1188