

CURRICULUM VITAE

I come from a background in the travel industry, where I was able to develop my time management and communication skills. However, I have always been interested in development and I am now looking to establish a career in the industry. This interest has led me to recently graduate from a coding Traineeship as a full stack developer including completing 2 real-world projects successfully to specification using a wide range of programming languages. I am a hardworking and loyal employee with excellent problem-solving skills and a drive to succeed. I am confident that I will make a valuable addition to your development team.

PERSONAL DETAILS

NAME: Yuka Suzuki

RESIDES: Bristol

TRANSPORT: Public transport

LANGUAGES: English, Japanese

RIGHT TO WORK: Indefinite leave to remain

CONTACT DETAILS: (M) 07789 908971
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CODING TRAINEESHIP

IT Career Switch Ltd
Coding Traineeship – Full stack developer
1-year program

During the traineeship I had to demonstrate a very competent level of the following programming languages and technical skills

- HTML5, CSS3, JavaScript
- PHP, SQL, React, jQuery
- Python, Node.js, Bootstrap
- Command line Git, Github
- Remote API access

DEVELOPMENT EXPERIENCE:

Below are the two briefs of development projects I completed with IT Career Switch which can be found in my bio: <https://yukasuzuki.co.uk/>

Portfolio Project #1: “Gazetteer”

The specification was to reply to a website specification for a map-based app to provide information on countries, with a focus on a “mobile-first” development. Preferably using a framework, to then develop HTML, CSS and JavaScript with JQuery modules that use PHP server-based components to source data from third-party APIs (Geonames, OpenWeather). The solution is assessed on its delivery to specification, functionality, and usability.

Portfolio Project #2: “Company Directory”

A more rigorous reply to this specification was required as a user requirements document was needed to be prepared which, when signed off, triggers the release of SQL allowing to develop a “mobile-first” application to maintain a company personnel database (MySQL). Sign off is only achieved upon the student supplying an independently witnessed document providing confirmation of the system’s ability to perform error-free.

CAREER HISTORY:

Mar 2022 – Jul 2023

POSITION HELD:

Inside Travel Group Ltd

Senior Travel Operations Specialist

- Worked for a travel company who specialise in holidays to countries in Asia
- Responsible for the operational delivery of trips, actioning reservation requests and generating client documents in line with agreed service levels to ensure trips were delivered in an efficient and cost-effective way
- Streamlined team workflow by efficiently managing shared email inboxes, enhancing team productivity and customer satisfaction
- Wrote up trip documents (Info Packs) for customers to travel to holiday destinations
- Confirmed accommodation, excursion and guiding services in the destinations for clients
- Assisted Travel Consultants with the time-sensitive enquiries from customers travelling in the destinations, by communicating efficiently with suppliers
- Checked and updated existing travel information saved in the company's database

Jul 2021 – Feb 2022

POSITION HELD:

University of Bristol

Postgraduate Student Administrator

- Provided administrative support for postgraduate students and academic staff in the School of Chemistry
- Manned multiple shared email inboxes, received and responded to enquiries from and to students and academics, judged when to refer or involve others, raised issues of concern where necessary to ensure resolution of problems
- Processed admission applications for PhD/MRes courses
- Created documents, presentations, and reports for academics and for other departments within the organisation
- Developed and maintained electronic and paper filing systems, databases, spreadsheets, and web pages
- Administered procedures and processes in relation to student progression and assessment

Oct 2014 – Jun 2021

POSITION HELD:

Inside Travel Group Ltd

Senior Sales Support Administrator

- As previous

May 2013 – Apr 2014

POSITION HELD:

PQube Ltd

Product Manager

- Managed the process of bringing Japanese-developed video games to market in Europe - from the submission stage, to manufacture and delivery
- Coordinated with developers to localise, test and submit the console titles
- Communicated with platform companies (Nintendo, Sony and Microsoft) and partners in UK, Europe and Australia
- Communicated and built relationships with the media in UK and Europe for PR activities
- Wrote reports on media coverage data

- Prepared monthly sales reports for clients
- Managed online merchandise store

EDUCATION:

2006 – 2009

University of Bristol

BA (Hons) History of Art (*Grade: 2:2*)

2006

Bellerbys College

Foundation Programme Psychology and Sociology