

m: **077 022 935 25** e: **info@novembertopaz.co.uk** site: **www.novembertopaz.co.uk**

address: 2 Richmond House, Preston, Lancashire, PR1 3XN
DOB: 20/11/1985

Profile:

Flexible, Hard Working, Honest And Reliable - A passion in the field of digital media as well as a strong desire to enhance and develop my skills in this area, in the workplace and in my own time.

Effective Team Player – I believe that working with others is essential for efficiency and to obtain a high quality standard of work. Good communication skills are equally as important when working in a team environment. Should the need arise, I am very comfortable with completing tasks alone to meet the deadline of any challenge.

Design & Software Skills:

Adobe software (Photoshop, Illustrator, etc.)	★★★★
Web site design process and theory	★★★★
Multiple operating systems	★★★★
HTML / XHTML (up to version 5)	★★★★
CSS (up to CSS3)	★★★★
W3C Standards Awareness	★★★★
Web Browser Compatibility	★★★★
System fail-safes such as Subversion	★☆☆
Web programming such as PHP & Javascript	★★☆☆

Career Development:

Ibex Internet – 1st June 2007 - Current

Currently working as a web site designer as part of a busy, talented team, learning and developing my skills further in Graphic Design, Web Design, Information Technology, Customer Care and Client Management skills.

- Fulfilling key role as senior web site designer
- Acting as head developer in CSS & HTML technology
- Developing further skills in Graphic Design and Aesthetics
- Continued professional quality assurance
- Client management, customer care skills via face to face, telephone and email
- Reliability and working under pressure

Big Fish Internet - 28th March 2006 - 24th May 2007

Entered the company as a junior role which involved learning all of the basic practices within web site design and customer satisfaction. This led to further developments within the company such as becoming more involved with advanced web sites (e-commerce, cms sites, etc).

- Graphic Design and Aesthetics
- Working knowledge of CSS, HTML, XHTML
- Professional quality assurance
- Customer care skills via face to face, telephone and email
- Reliability and working under pressure both with others and alone

Qualifications:

Courses:

National Diploma in Multimedia
HTML Web Design level 2
HTML Web Design
Health and safety (in house training)
Customer Care training
Basic First Aid training

Driving License:

I hold a full clean driving license and have my own vehicle.