

# Jordan Shelley

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## Personal Profile

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An ambitious web designer and Mathematics and Physics graduate looking to expand on critical thinking and programming skills in a web/software development role.

Adept at picking up new technologies at a rapid pace, I am confident working with others or using my own initiative to produce quality solutions. Have used effective interpersonal skills to liaise with clients about the creation, maintenance and improvements of their website and implementing and maintaining high quality SEO policies and incorporating them into web content.

Currently undertaking a Software Development Bootcamp with JustIT, where I aim to expand on existing coding skills and develop knowledge of new languages and technologies, to create a portfolio to demonstrate my abilities.

## Education and IT Training

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<b>06/23-Present</b>	<b>Just IT Training Ltd, London</b> <b>Digital Skills Bootcamp: Software Development</b> A twelve-week intensive bootcamp covering the fundamentals of Web and Software development.
<b>09/17-06/20</b>	<b>Open University</b> <b>Mathematics and Physics</b>
<b>Core Modules:</b>	Complex Analysis, Electromagnetism, Quantum Mechanics
<b>09/14-07/16</b>	<b>Queensmead Sixth Form, Ruislip</b>
<b>A Level:</b>	Mathematics (A*) Physics (A*) Computing (A)
<b>09/09-07/14</b>	<b>Queensmead School, Ruislip</b>
<b>GCSE:</b>	10 A*-C grades in subjects including Maths and English

## IT Skills

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**Core Programming/Web Languages:** Python, JavaScript, HTML5, CSS3, PHP, MySQL

**Projects:** Simon Says game (JavaScript), Fishing game (Python)

## Employment History

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### **07/21-01/22**      **Web Designer – Two Thirds Different**

- Working both independently and within a group taking a key role within web design
- Keeping in contact with clients in a timely manner to make any necessary modifications or improvements
- Collecting and analysing data website usage to improve performance
- Utilizing a web content management system
- Leading the redesign of my company's website from start to finish keeping to tight time frames and collaborating with others

- Liaising with copy writers, graphic designers, and developers to ensure tasks were completed on time allowed me to improve my communication and team working skills tremendously
- Whilst maintaining the company's server, it was critical that I had excellent attention to details to ensure that security was always maintained
- As a part of this role, clients' needs were constantly changing. In turn, I had to be adaptable to fast-paced changes and willing to accept feedback and incorporate into designs

**10/20-07/21**

**IT Engineer – Self Employed**

- Built computers for friends and family.
- Installing hardware and software programs for existing computers.
- Serviced systems – cleaning hard drives and updating programs.
- Assisting with the support of the systems
- Maintaining and supporting backup systems
- Being a support IT engineer for all end users

Whilst working independently, I had an opportunity to develop my initiative and problem-solving skills when unexpected issues or problems arose. This also gave me a chance to advance my time management and task prioritization skills as these were crucial in ensuring customer satisfaction

**06/20-10/20**

**IT Engineer – Robertson Phillips Estate Agent**

- Assessed system hardware and suggested modifications to improve performance. Purchasing upgrade components and carrying out upgrades configuring systems to set up workstations for employees.
- Troubleshoot any desktop, hardware and or software issues that arise in a timely, professional, and effective manner.
- Troubleshoot Office 365 related issues

**Interests and Achievements**

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I enjoy video gaming so built my own high-end computer, which led to an interest in computer hardware and keeping up with the latest technology. I am now comfortable building and upgrading desktop systems.

My computer knowledge doesn't stop at hardware, as I am very comfortable in all areas of using computers. I am keen at programming and my A-level computing project allowed me to express this. I created a web-based system that allowed students to take tests and allowed their teachers to track their progress. This was a great opportunity to use a variety of programming languages together.

I am very keen on travelling and visiting festivals. I have attended many different festivals in many different countries.

**References available upon request**