

Jonathan Swift

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Personal Profile

A conscientious, technically minded individual with experience in website development. Through my professional career and voluntary work in various communities, I have developed experience in the provision of supporting various projects and also key transferrable skills which would be an asset to any business including multi-tasking, co-ordination of work, demonstrate excellent communication; written & verbal and a positive approach to challenges because I strive on it.

Key Professional Achievements

- Supported a significant project consisting of three separate phases to facilitate the purpose in relocation of services within a locality, following the process of consultation to execution of the move, involving collation of data & mail-merging letters, responding to queries, ordering and distributing logistical equipment.
- Effectively led a six-month project, collaborating with a small team to expertly develop a new website.
- Designed various promotional materials e.g. point-of-sale tag for a sofa collection at exhibition show & regular trader's newsletters; and improved brochure cards with new lifestyle photographs.

Skills

Languages: HTML5, CSS3, Bootstrap, PHP5, MySQL & MS SQL.

Software: Proficient in utilising Adobe Dreamweaver, Windows 10 and all Microsoft Office programs including Outlook, OneNote, Project, Word, Excel, PowerPoint & Publisher. Competent in Adobe Acrobat Pro & Reader, Content Management Systems (Drupal & Joomla) and Adobe Photoshop.

Other: Key Skills Level 3 in Communication, a competent all-round level in Français and ownership of a vehicle with a full, clean driving licence.

Employment History

North West Borough Healthcare, Prescott	Administrator	July 2015 – present
<ul style="list-style-type: none">➤ Contributing to the provision of a comprehensive range of administrative tasks to assist the leadership team with a portfolio of services, supporting several projects, consultations and investigations, diary management for meetings & supervisions, managing a high volume of emails, creating & managing requisition orders for purchases, storing a range of HR related documents and collating employee's supervision & training data.		
Domino's Pizza, Ormskirk	Delivery Driver/Dispatcher	Nov 2013 – Jul 2014
Buoyant Upholstery Ltd, Nelson	Website Developer/Marketing Assistant	Aug 2007 – Aug 2008
<ul style="list-style-type: none">➤ Expertly co-ordinated the foundations of a new website, developed a database driven catalogue for a collection of sofa products and established an admin site with a user support guide to maintain content➤ Designed various promotional materials e.g. point-of-sale tag for a sofa collection at exhibition show & trader's newsletters to regularly distribute; and improved brochure cards with new lifestyle photographs➤ Assisted with preparations for local/national exhibitions and organised promotional materials as required		
Department of Work & Pensions, Bootle	Administration Officer	July 2006 – Sept 2006
<ul style="list-style-type: none">➤ Provided professional standard of customer service corresponding with employer's enquiries concerning outstanding employee's absence dates, whilst maintaining strict confidentiality		
West Lancashire District Council	Human Resources Assistant	Feb 2003 & Apr 2003
<ul style="list-style-type: none">➤ Compiled & designed a Corporate Training Programme report consisting of participants enlisted to various courses and supported colleagues by undertaking clerical duties➤ Received a positive employer's report subsequent to two weeks of work experience, resulting in being offered a further week of placement during Easter		

Agency Employment **Aug 2004 – May 2015**

As a fortunate employee, various opportunities were given to work with a spectrum of employers including:

- **5 Boroughs Partnership, Prescott** **Clerical Officer** **Jan 2015 – May 2015**
 - Efficiently process referrals and undertake engagement calls in a timely manner, supporting admin team with general telephone enquiries courteously dealing with issues of a sensitive nature with tact & diplomacy
 - Demonstrating indispensable support to the team when necessary with administrative duties
- **Clatterbridge Hospital, Bebington** **Catalogue Administrator** **Feb 2013 – Apr 2013**
 - Prioritised high value contracts to systematically upload catalogue data and efficiently correct all data formatting issues requiring attention to detail, achieving high upload accuracy
 - Responsible for training a new employee under supervision and managed their daily workload
- **KiD Catering Equipment, West Kirby** **Website Technical Support** **Jan 2013 – Jan 2013**
 - Provided technical support to resolve website issues within 4 day target window
- **Liverpool Daily Post and Echo** **Customer Service Support** **Sept 2012 – Dec 201**
 - Responded in a professional manner to customer's phone/email enquiries concerning new/existing magazine subscriptions and resolved delivery issues of various media publications
 - Accurately inputted weekly undelivered/retrieved returns and checked invoices of supplies & returns
- **Iceland Foods Ltd, Deeside** **Order Processor Assistant** **May 2012 – June 2012**
 - Managed overseas schedules & efficiently processed future orders from previous purchase agreements
 - Verbally pursued outstanding orders from overseas stores to process and meet tight delivery deadlines
- **Hugh Baird College, Bootle** **Statistics Officer** **Nov 2011 – Apr 2012**
 - Skilfully executed a SQL query to create weekly attendance reports and upload onto MIS site internally
 - Utilised a student MIS to create observation records to accurately extract & input data from weekly teaching reports, corresponding with another family software to verify course timetables
- **Mayr-Melnhof Packaging Ltd, Bootle** **Quality Assurance Assistant** **Sept 2011 – Oct 2011**
- **Royal Albert Edward Infirmary, Wigan** **Medical Records Assistant** **Nov 2010 – Jan 2011**
- **Matalan Head Office, Skelmersdale** **Order Processor Assistant** **Dec 2004 – Sept 2005**
 - Efficiently inputted new product specifications from two departments into database and consistently processed numerous stock orders, demonstrating high accuracy throughout
 - Assisted in corresponding with a professional manner to overseas suppliers in resolving order enquiries and to analyse previous season sales to accurately correct statistical data
 - Trained a new employee responsibly under supervision to undertake aforementioned duties
- **SureStart, Wigan** **Data Input Clerk** **Oct 2004 – Nov 2004**

Education and Qualifications**Code Institute (remote) Dublin, Co Dublin** **June 2020 – June 2021**

- Diploma of Software Development, Full Stack Website Development (expected graduation June 2021)
 - Modules currently studying (includes four milestone projects) which consists of: HTML Fundamentals, CSS Fundamentals, User Centric Front-end Development, JavaScript Fundamentals, Interactive Front-end Development, Python Fundamentals, Practical Python, Data Centric Development & Full Stack Frameworks with Django.

University of Central Lancashire, Preston **Sept 2005 – July 2010**

- Diploma of Higher Education in Business Information Technology
 - Modules studied (including work placement year): Business Information Systems, E-Business Environment, Software Design for Business Students, Business Application Development, Telecommunication Industry & Market, Developing Small Systems for Business, Business Information Systems Analysis & Design, Quantitative Business Modelling and Integrating Learning & Work.

St John Rigby Sixth Form College, Orrell **Sept 2001 – July 2004**

- Advanced Vocational Certificate of Education in Business Studies (DD) and ICT (D)

- General National Vocational Qualification (Intermediate) in Business Studies (D)
- GCSE in English (C) and Mathematics (C)

St Bede's Catholic High School, Ormskirk

Sept 1996 – July 2001

- Attained grade C in 3 of 8 GCSE's including: ICT, Design & Technology: Systems & Control, French, English Language & Literature, Science (Double Award), Mathematics and Music.

Achievements, Hobbies & Interests

- Achievements:- Accomplished in cycling the full route of the Way of the Roses and raised over £2,000 for Hearing Dogs for Deaf People in June 2019 & the Manchester 100 mile in 2013 for the charity, Joining Jack.
- Hobbies:- Organising/participating in fundraising events, annual voluntary community work assisting sick or disabled pilgrims providing care & companionship, cycling with a local club or independently.
- Interests:- Travel, languages, cultures, museums, outdoor sport such as hiking (with a blend of camping), cycling, football and many more.

References

Available on request