

## Personal statement

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Social, communicative, friendly and polite 26 year old who has just completed a 4 year University study in Cambridge on the study of Computer IT and Design, looking to learn new skills and develop pre-existing ones within professional environments. Offering a responsible and mature attitude towards supporting projects and industry standards along with experience in managing team based work and significant IT skills.

## Key Skills

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- Excellent communication skills, both written and verbal.
- Proficiency with computer technical skills both internal and external, including fault-finding, repairs and upgrades.
- Practiced and Proven understanding of Photoshop.
- Good understanding in all areas of Microsoft Office, including Excel, Word and PowerPoint.
- Proficient in Unreal Engines 4 & 5 as well as a fundamental understanding of Unity.
- Principled with work.
- Always eager to learn and develop new skills and abilities.
- Dependable.
- Excellent problem-solving skills.

## Hobbies & Interests

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- Scuba Diving: I am an avid lover of Scuba diving and have nearly completed the required steps in order to become PADI certified.
- Guitar: I am currently learning guitar as an autumn/winter interest.
- Cooking: I have been particularly interested in expanding and experimenting with my roster of foods I understand how to cook.
- Reading: I particularly like modern mystery, fantasy, sci-fi and thriller genres.
- Team Sports: Outdoor sports similar to paintball.
- Music: I enjoy listening to a large selection of varied types of music from metal, to rock to jazz to 80's pop just to name a few.
- Archery: I occasionally take part in casual target archery.

## Experience

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### **Website Designer – IET** (2025-2025, *Post university contractual work*)

Assisting in their asset bank website, redesigning the layout and refreshing the assets available.

- Allocating, removing and adding assets to their new website for the year.
- Redesigning the assets advertised.
- Reworking the process of upload for the entire company to assist in a more streamlined system.
- Cooperating with the design and marketing teams.
- Handling a schedule of work at the pace required.
- Working off site without guidance without complications.

### **Receptionist – Liebherr** (2022-2025, *during university holidays*)

Receptionist at their main UK headquarters.

- Being the welcoming face for Liebherr.
- Answering calls coming in to Liebherr from both customers and employees.
- Packing, sorting and distributing internal and external mail.
- Performing daily fire registry duties.
- Distributing and maintaining records to access the building along with company car keys.
- Welcoming employees and customers entering and leaving the building.

### **Graphics Editor - ePic Net, Letchworth.** (2022, *Commissioned work*)

Preparing content for their online shop.

- Editing and retouching a wide variety of photographs and video content from different sources in order to provide a visual library with a consistent look and feel.
- Working with the customer to present, showcase and develop different ideas both appropriate and to their standards.
- Editing and refining copy text for each of the items, providing advice on text adjustments as well as document layout.

### **Volunteering – Mind, Letchworth** (2020, *Covid Permitting*)

Shop Assistant.

- Responsible for sorting, restocking, conditioning, and selling products in the shop.
- Rotating stock on the shelves with a view to promote certain items for sale.
- General duties in the shop.
- Maintaining a welcoming experience for the customer.

### **IT Engineer - ePic Net, Letchworth.** (2019)

Managing a 40+ user wide Windows upgrade project.

- Managing schedules with clients and my availability to book in their Windows upgrades.
- Speaking with staff to understand applications they use and files they need to keep.
- Upgrading PCs with extra RAM and fast solid state hard disks.
- Wiping computers and installing the latest update package, patches and drivers.
- Installing applications required by the user.
- Copying back the client's files.

## Education

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### **Anglia Ruskin Cambridge – 4 Year Course 2021 - 2025**

Degree Ba Hons “Computer IT & Design”.

- Team based production skills (Released a fully completed product as the Design Team Lead of a 24 person team).
- The creation and management of multiple projects due within a limited timeframe.
- Acquisition and logistics of assets within projects
- Basic introduction to C++ programming.
- Further development of progressional design.
- Storyboard utilisation.

### **Bedford College – 2 Year Course**

Level 3: Diploma in Art & Design “3D animation and games design”. – *Passed with merit.*

- 2D & 3D problem solving.
- Time based problem solving.
- Critical & contextual awareness in art.
- Materials, processes and technical skills.

### **Bedford College – 1 Year Course**

Level 2 : Access to Further Education. – *Passed.*

### **Samuel Whitbread Academy – Upper School**

GSCE's:

- Maths
- English
- Business Studies
- Computer science
- Film
- Drama