

EMPLOYMENT

CMP GAME GROUP (via Kelly Services)

Provider of media products to the professional game industry, including Gamasutra.com and the Game Developers Conference.

1/07-3/07

Data Entry Clerk and Administrative Assistant

Processed press pass applications for Game Developers Conference (GDC)
Corresponded with clients to confirm attendance at GDC events
Used Illustrator to map real-time floor plan of GDC during resigning
Researched region specific businesses for an upcoming conference
Used mail merge to create letters and emails
Delivered resign kits to clients at the GDC
Voted Kelly Services employee of the month for San Francisco and employee of the week nation-wide.

SEIU-UHW EDUCATION FUND (via Kelly Services)

Provides education and training to healthcare professionals in the Western USA located in San Francisco, CA.

11/06-1/07

Data Entry Clerk and Administrative Assistant

Input demographic, education and payroll data to Access database
Prepared Excel files for export to Access and imported them
Wrote SQL queries to find duplicate entries in Access database
Created letters, labels and addressed envelopes using mail merge in Word and Excel
Made reminder phone calls to participants taking classes

MISSION HILLS BIKE SHOP

A full service and retail store located in San Diego, CA.

5/04-7/06

Sales Associate and Mechanic

Scheduled and carried out professional service jobs
Administrative duties e.g. office supply management, telephone reception
Coordinated design and manufacture of branded merchandising
Assisted in achieving improved sales results
Re-organized shop floor layout to better utilize space and provide better ease of use for customers
Managed and trained junior staff
Buyer, introduced successful new products and brands
Graphic design and advertising

CITY FM

City FM provides technical and facilities management services in the United Kingdom.

11/03-1/04 Post Room Assistant

Sorted and filed incoming mail

Delivered incoming and collected outgoing mail throughout the building

TOTALISE PLC

An Internet Service Provider and E-business company based in Leeds, United Kingdom.

9/99-5/02 Web Designer

Efficiently produced websites to a very high standard

Collaborated with graphic designer, web developers and internal and external clients for requirements analysis

Responsible for uploads to web server receiving thousands of hits per day

Graphic design, photo retouching

6/99-9/99 Data Input Clerk

Researched and evaluated data relating to websites

Input data to a database for use in a search engine

EDUCATION / QUALIFICATIONS

BS (Hons) in Computer Science at the University of Leeds, United Kingdom, 2003.

COMPUTER SKILLS

(X)HTML, CSS, PHP, MySQL, Linux including command line work, Microsoft Windows XP, 2000, Apple OS X, MS Office, Photoshop, Dreamweaver, Illustrator, MS SQL Sever, Javascript, Java, C, C++.

INTERESTS / HOBBIES

Cycling, cooking, photography, web design and development, gardening and camping.