

CLIFF DREW

WEB DESIGN & DEVELOPMENT

To contact me please visit the contact page on my website – Thank you.

Rochester, Kent, United Kingdom.
Portfolio: www.perihelion.info
LinkedIn: www.linkedin.com/in/cliffdrew

PROFESSIONAL PROFILE

An experienced inquisitive professional seeking a junior or apprentice level position in Web Design and Development.

I am a hardworking enthusiastic person who strives to achieve my best in all areas. I am always eager to learn new skills to help with advancing my career.

I have a keen eye for detail, excellent problem-solving skills, a good sense of humour and excellent communication skills honed in a previous career where this was essential.

As a self-motivated individual, I am looking for a new suitable opportunity that will not only take my career to the next level, but will also allow me to work alongside an experienced dynamic team.

CORE SKILLS

- **HTML, CSS (Sass), and JavaScript.**
- **Bootstrap and jQuery.**
- **Adobe Creative Suite including Xd, Lightroom, Photoshop, Illustrator, Premiere Pro, and Dreamweaver.**
- **CMS Experience (Joomla, WordPress, and Magento).**
- **Microsoft Office and the Windows operating system.**
- **Proficient with Apple products and operating systems.**
- **A good working knowledge of various Linux and single board computer distributions.**
- **Excellent communication skills – verbal and written.**
- **Leadership and Management Skills.**
- **Innovation and creativity.**
- **Excellent problem solving and troubleshooting skills.**
- **Organised with good attention to details.**

CAREER EXPERIENCE

WEB DESIGN & DEVELOPMENT

FREELANCE

FEBRUARY 2018 – PRESENT

- Advising and liaising with the customers about the UI and UX of their website from wire-framing to final site.
- Responsible for designing, developing and modifying of existing websites and templates as well as the coding of bespoke sites to achieve the customers desired look.
- Thorough understanding of responsive mobile first web design.
- Experience with and a thorough understanding of the current accessibility and usability guidelines (WCAG Level AA).
- Thorough testing of entire site to ensure that it is fully functioning and compatible with a range of browsers and devices and that it meets current web standards.
- Take and edit (using Photoshop and Lightroom) images to ensure that they present the best of the customer while also being suitably sized for the web.
- Source and pay for webhosting and domain names for the client.
- Thorough understanding of Joomla, WordPress and Magento, as well as their themes and plugins.
- Maintain and expand knowledge of HTML, CSS, JavaScript, and their associated libraries and frameworks (including Bootstrap, jQuery, Typed.js, Lightbox, Animate, and prettyPhoto).
- Experience with integrating social media and third-party API's.
- Good understanding of SEO principles and cross-browser compatibility workarounds.

PROJECT LEADER

THREE C'S SUPPORT

APRIL 2014 – SEPTEMBER 2016

Manage the allocated projects to ensure the people supported have control over and choice about their lives and that they are able to contribute to the community as equal citizens.

- Led, managed, and supervised the teams including recruitment, selection, investigations, appraisal, and performance management.
- Mentored and coached staff, delivering training when needed.
- Ensured that the service was fully compliant with Health & Safety and other legislation by making sure that appropriate documents were in place, up-to-date and easily accessible.
- Provided service data (audits and checks) and accurate budget forecasts in a timely manner to ensure that resources available are used to maximum benefit.
- Manage planned change in service provision to meet changing needs of the customer and the company.
- Created a completely new staff rota system that drastically reduced the time it took to prepare the monthly rotas and process the end of month timesheets and returns that was eventually used by other teams.

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MY EDUCATION

Introduction to Bootstrap – A Tutorial
Microsoft (through edX)
June 2018

Level 3 Certificate in Web Design and Development (QCF)
The Training Room London, UK
2016– 2018

Diploma in Web Development
Advanced Diploma in Web Design
Diploma in Web Design
Diploma in Adobe Photoshop
Diploma in Smartphone Photography
Diploma in Adobe Lightroom
Diploma in Video
Diploma in Photography
Shaw Academy 2017

Introduction to Project Management
AdelaideX (University of Adelaide through edX).
2016

Level 2 Certificate in IT User Skills (ITQ)
BCS – The Chartered Institute for IT.
2010

GCSE's
The Leigh City Technology College
1996
English Literature - A
Science: Dual Award – BB
English: Oral – C
English: Language - C
Mathematics – C

HOBBIES & INTERESTS

- **DIY, woodworking, mechanics, engineering, CAD, 3D Printing, electronics, programming, and various crafts.**
- **Reading and listening to audio books.**
- **Learning and gaining new skills.**
- **Music and playing the bass guitar.**
- **New and retro computer games.**
- **Keeping fit and running.**
- **Photography and videography.**

Full UK Car and Motorcycle Licence.
Previous full work experience is available from my website.
References are available on request.

CAREER EXPERIENCE CONTINUED.

COMMUNITY SUPPORT ORGANISER

KENT COUNTY COUNCIL – DARTFORD & SWANLEY COMMUNITY DAY SERVICES
OCTOBER 2012 – MARCH 2014

- Led, managed, and supervised the teams including recruitment, selection, investigations, appraisal, performance, and change management.
- Mentored and coached the staff, nursing students, and police officer trainees, delivering training when needed.
- Developed and implemented robust quality assurance processes and systems.
- Built and managed opportunities for the service to develop by networking with people and organisations.
- Assisted with the drafting of the annual business plans.
- Ensured the effective use of resources by controlling and monitoring the day-to-day operational budgets.
- Undertook the annual budget building and forecasting for the service, responsible for large amounts of public money.
- Maintained appropriate records in line with service and government policies.
- Managed and was responsible for the health, safety, and welfare of all service-users, staff, contractors, and visitors to the premises.
- Committed to equalities and the promotion of diversity by identifying and challenging discriminatory views.

SENIOR DAY CENTRE OFFICER

KENT COUNTY COUNCIL – DARTFORD ADULT SERVICES PROVIDER UNIT
OCTOBER 2009 – SEPTEMBER 2012

- Managed the recruitment, induction, supervision, motivation, training, development, and change management of staff to ensure an effective team that was capable of delivering services in accordance with service specifications.
- Drafted annual Unit Business Plans.
- Ensured that services were delivered to contract specification, within the cash limits and operation policy.
- Monitored and controlled the operational budget and contributed to the forecasting process for the unit.
- Maintained efficient and effective monitoring and control systems for the unit in accordance with Financial/Human Resources and Health and Safety Directorate regulations and provided regular reports.
- Developed and implemented quality control mechanisms in order to monitor standards and practice.
- Awareness of KCC Procedures/Policy in relation to Human Resources, Health and Safety, and Finance.
- Used awareness of Health and Safety, Data Protection, and confidentiality issues and other national, corporate and directorate policies and procedures to review and update centre procedures.
- Responsible for carrying out risk assessments and devising safe systems of work where necessary.