



Kelly Edmunds

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PROFILE

I am a dedicated, organised and motivated individual. I work well in a team but also on my own as I like to set myself goals which I will achieve, and am keen and very willing to learn and develop new skills. I am reliable and dependable and I have an active and dynamic approach to work and getting things done. I always seek to achieve a high standard in whatever work I undertake. I am well organised with a clear and positive approach to problem solving.

EDUCATION

Computing BSc (Hons)

2.1

University of Worcester

Graduated 2014

BTEC National Diploma IT Practitioners

Triple Grade Distinction

Stratford-upon-Avon College

2009-2011

- Award for Excellence in Information Technology 2011
- Principles Award for Excellence 2011

Stratford-upon-Avon High School

8 Grades C and above

GCSE's

1991-1996

SKILLS

HTML5	Photoshop	jQuery Mobile	Facebook Developer
CSS3	InDesign	PhoneGap	Microsoft Office
JavaScript	Illustrator	OpenCart	MySQL
Dreamweaver	Flash	WordPress	PHP



EXPERIENCE

Read Books Ltd Digital Operation's Manager
2005 – 2009

I was responsible for planning, executing and managing the digital operations of book publishing. I managed all metadata contained within the publishing system for the digital products, collating all data for regular issuing. I was responsible for a team of eight ensuring work was evenly distributed, including staffing rotas and the weekly payroll. I created digital book covers using Adobe InDesign and Photoshop that were print quality.

The Old Chain Ferry Manager
2000 – 2003

I was responsible for the general running and upkeep of the old manual chain ferry and rowing boats. This included staffing, payroll, banking, accounts and maintenance, as well as the day to day operation of the chain ferry and rowing boats.

WORK EXAMPLES

Flowright Yoga	www.flowright.me
Electric Moose Audio	www.emaudio.co.uk
Oz Hammer	www.ozhammer.co.uk
Sallie's Deckchairs	www.salliesdeckchairs.co.uk
Portfolio Site	www.kellyedmunds.co.uk
