



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

21 modules topic, including:

- Introduction to Web Development **A-**
- Creative Computing **A+**
- Creative Media **A**
- Web Authoring & Design **A**
- E-Business **B+**
- Information Technology for Business Innovation **A-**
- Creative Web Design **A-**

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 (Including English & Maths)

GCSE's

1991-1996



SKILLS

HTML5	Photoshop	jQuery Mobile	Facebook Developer
CSS3	InDesign	PhoneGap	Microsoft Office
JavaScript	Illustrator	OpenCart	Magento 1
Dreamweaver	Flash	WordPress	PHP
Sage 50	Xero	MailChimp	Microsoft Office

EXPERIENCE

The SL Shop Ltd Ecommerce Assistant
May 2017 – April 2018

Ecommerce Assistant for a classic car company with a Magento based website being solely in charge of:

- General day-to-day maintenance of The SL Shop Magento website
- Collating, configuring and importing new products
 - Usually bulk imports via .csv files
- Sourcing, altering and uploading product images
- Regular content request updates to CMS pages and products
 - Coding new website pages using HTML 5 & CSS3
- Ensuring brand consistency throughout all medias
- Monitoring and updating eBay marketplace
 - Regularly importing new products
 - Re-styled the eBay storefront and Listing layout
 - Configured and connected Magento M2E Pro extension to eBay store
- Mailchimp email campaigns
 - Designing and setting up of new email campaigns
 - Reporting the results of the campaigns
 - Created an Online data capture App for an Automotive Event
- Liaising with external Magento developers, department managers and outside sources to ensure new areas of the website are implemented correctly
 - Including GDPR data regulation website changes
- Involvement in the website redesign process
 - taking into consideration the demographic, User Experience (UX), site architecture and navigation
- Exporting sales and customer data to report progress
- Upkeep of dedicated server and emails
- Regularly updating the company WordPress Blog
- Setting up and putting into place company-wide security protocols and user permissions



KLP Bookkeeping Ltd
November 2015 – May 2017

Bookkeeper's Assistant

Basic day-to day bookkeeping in a small office environment; Bank, Payroll and CIS reconciliations, VAT returns, client Internet banking, invoice payments with a high usage of Sage 50 Accounts package and Excel spreadsheets.

Read Books Ltd
2005 – 2009

Digital Operation's Manager

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 in Excel 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
2000 – 2003

Manager

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

Portfolio Site

www.kellyedmunds.co.uk
