

CURRICULUM VITAE

Currently a highly experienced executive assistant with an administrative background, I have always had a passion for programming. I created my first website at age 12. My favourite things about programming are the feeling you get when you finally solve a coding problem and being able to express my creative side in my work. I would now like to take that passion and turn it into a career. To assist me in focusing on a career in development, I have recently graduated from a coding Traineeship as a full stack developer including completing 2 real-world projects successfully to specification using a wide range of programming languages. As a highly motivated and professional individual, I take pride in my work and enjoy learning and taking on new challenges, particularly when it comes to programming. I am certain that my project management experience, my creative background, and the coding knowledge that I have developed over the years, will enable me to stand out in a web or software development role.

PERSONAL DETAILS

NAME: Joe de Casanove

RESIDES: London

TRANSPORT: Full UK driving licence

RIGHT TO WORK: British Citizen

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CODING TRAINEESHIP

IT Career Switch Ltd
Coding Traineeship – Full stack developer
1-year program

During the traineeship I had to demonstrate a very competent level of the following programming languages and technical skills

- HTML5, CSS3, JavaScript
- PHP, SQL, React, jQuery
- Python, Node.js, Bootstrap
- Command line Git, Github
- Remote API access

ADDITIONAL TECHNOLOGIES:

- C#, Redux, React-Router, Jest, Mocha, PostgreSQL, MySQL

DEVELOPMENT EXPERIENCE:

Below are the two briefs of development projects I completed with IT Career Switch which can be found in my bio: <http://www.joedecasanove.co.uk/>

Portfolio Project #1: “Gazetteer”

The specification was to reply to a website specification for a map-based app to provide information on countries, with a focus on a “mobile-first” development. Preferably using a framework, to then develop HTML, CSS and JavaScript with JQuery modules that use PHP server-based components to source data from third-party APIs (Geonames, OpenWeather). The solution is assessed on its delivery to specification, functionality, and usability.

Portfolio Project #2: “Company Directory”

A more rigorous reply to this specification was required as a user requirements document was needed to be prepared which, when signed off, triggers the release of SQL allowing to develop a “mobile-first” application to maintain a company personnel database (MySQL). Sign off is only achieved upon the student supplying an independently witnessed document providing confirmation of the system’s ability to perform error-free.

CAREER HISTORY:

Sep 2023 – Present

POSITION HELD:

University of Greenwich

Executive Support Officer

- Project management and delivery on business process development
- Turing Network (AI and Data Science) research liaison
- Delivered multiple, faculty-wide business processes
- Part-time lecturer recruitment
- Overseas travel arrangements
- Student survey
- Executive Assistant duties to Head of School
- Diary management
- Communications support
- Administrative support

Aug 2024

POSITION HELD:

Bracket Group

Freelance Developer

- Coded the front end for several screens using HTML, CSS, JavaScript within a custom framework built using Svelte components
- Worked remotely using a repository
- Worked from designs created in Figma
- The client reviewed and sent back requested changes which were implemented

Jun 2023 – Sep 2023

POSITION HELD:

Laines Breweries

Bar Staff

- Customer service
- Food and drink preparation
- Table waiting and cashier duties
- Opened and closed the business

Nov 2019 – May 2023

POSITION HELD:

Catch22 Multi-Academy Trust

Governance Officer/Executive Assistant

- Governance management and implementation
- Project management and delivery on governance and senior management structures
- Policy oversight and management
- Clerking duties for a Multi-Academy Trust Board
- Executive Assistant duties to the CEO

Oct 2018 – Nov 2019

POSITION HELD:

Catch22 Multi-Academy Trust

Personal Assistant

- PA duties for two directors
- Administrative support across multiple areas
- Safeguarding

- Finance
- Senior leadership teams/Boards
- Project management

Feb 2018 – Oct 2019

POSITION HELD:

**Catch22 Multi-Academy Trust
Project Support Officer**

- Project coordination across a multi-organisational team
- Project management and administrative support
- Board clerking
- Service-user engagement and participation support

May 2017 – Feb 2018

POSITION HELD:

**Capita
Council Tax Officer**

- Council tax administration
- Data entry, Database management, and Finance administration
- Customer service

Jan 2017 – Feb 2018

POSITION HELD:

**The Campaign Company
Project Coordinator**

- Project management
- Stakeholder liaison
- Staff deployment for field research
- Recruited and managed volunteers
- Organised and executed events

Apr 2012 – Jan 2017

POSITION HELD:

**The Campaign Company
Field Researcher**

- Conducted interviews with hard-to-reach communities
- Administrative support
- Data entry, Database management, and Interview transcription

Jun 2009 – Apr 2012

POSITION HELD:

**Nando's
Griller**

Jul 2008 – Jun 2009

POSITION HELD:

**The Slug and Lettuce
Bar Staff**

EDUCATION:

2018

**Bromley Adult Education Centre
CPCAB Level 3**

2011

**University of Greenwich
BA (Hons) Drama (*Grade: First Class*)**

2010

**Bird College of Theatre Performance and Dance
BA (Hons) Foundation Degree in Acting (*Grade: Pass with Commendation*)**

2007

**Kemnal Technology College
Four AS Levels (*Grade: C – D*)
Eight GCSEs (*Grade: A – C*)**