

Curriculum Vitae of

**Miss Praksha Patel**

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**Summary:**

Seeking a fantastic opportunity within a highly successful organisation like yours, with an excellent eye for detail and highly proficient with IT and a diverse range of computer applications the skills I can contribute are invaluable. The level and quality of commitment combined with dynamic creativity will leave you impressed and satisfied as well as capturing your target audiences' attention, and as importantly, retaining their interest.

**Employment History:**

[July 2010 – Present]

Ridgian Ltd Full-Time, Web Developer

- Converting creative visuals into standards compliant HTML, accessible across various browsers and operating systems
- Liaising with the web designer for visually appealing and engaging layouts.

[April 2010 – July 2010]

McCann Erickson Full-Time, Web Developer (Contract)

- Translating web content into various languages, maintaining the site design and structure
- Developing email shots and web pages from visuals

[November 2008 – September 2009]

Cogent Elliott Full-Time, Web Developer

- Implementing cross browser compatibility solutions for accessibility and user friendliness
- Working toward and meeting proposed deadlines, acting immediately to rectify any unexpected situations
- Building email shots with strict mark-up for cross email client compatibility
- Converting creative visuals into standards compliant HTML, accessible across various browsers and operating systems
- Creating and building valid HTML and CSS to be later stitched together with PHP and MySQL to create dynamic and versatile sites as outlined in briefs
- Structuring and developing a site to allow users to make each content managed page to be as flexible and search engine optimised as possible

[July 2008 – October 2008]

McCann Erickson Full-Time, Junior Web Developer

- Structuring webpage layout for ease of use and implementing cross browser compatibility solutions
- Developing email shots

[November 2006 – June 2008]

Big Room Internet Ltd Full-Time, Web Developer & Customer support coordinator

- Utilising the CMS (Content Management system)
- Managing and customising content including manipulating images
- Optimising content for Search Engines and accessibility
- Developing web accessibility, PHP and MySQL skills
- Exploiting exceptional written skills for creating user guides, functional documentation, including reports
- Building and preserving good working relationships in the workplace and with external clients

[August 2006 – October 2006]

Bathroom City Full-Time, Web Content Editor

- Updated and edited existing material for website and intranet
- Liaised with sales and IT managers for up to date information

[September 2004 – August 2005]

Halesowen College Full Time, Web Designer & Application Support Technician

[August 2001 – September 2002]

Hobbycraft Ltd. Part time, Help desk assistant.

[October 2000 – January 2001]

Marks & Spencer's Part time, Shop floor assistant

## Skills Profile:

### Software/Hardware:

- **Internet Technology & programming languages:** HTML, XHTML, XML, CSS, JavaScript, JQuery, PHP, MySQL, Bugzilla, Web Developer Tools, YSlow
- **Software:** Adobe Flash, Adobe Dreamweaver, Adobe Photoshop, Adobe Contribute, Textmate, Paint shop Pro, Eclipse, Smarty, Outlook Express, Thunderbird, Putty, Tortoise, WinCVS (version control system), understanding of W3C
- **Online Browsers:** Firefox, Safari, Internet Explorer (6, 7 & 8), Chrome, Opera.
- **Email Marketing:** Constant Contact, Lyris.
- **Microsoft Office Packages:** Word, Excel, PowerPoint, Publisher, Entourage.
- **O/S:** Windows, Mac, Linux

### Communications:

- Extensive use of various email systems demonstrates an excellent method of communicating and liaising with necessary people with more efficiency and directness.
- Excellent telephone manner and initiative to act on the spot confirm a good technique to communicate relevant information over, which could range from project status updates to online help and guidance, as well as the ability to handle clients with care and satisfaction.
- Polite, friendly and approachable attributes, are regarded as my key characteristics.

### Teamwork:

- Participating in a team based atmosphere is something I thrive on and thoroughly enjoy. From working with various colleagues who have different roles within the organisation to clients who conduct a variety of businesses and services.
- Motivating and encouraging fellow colleagues, as well as myself, to work together is also necessary especially during demanding and problematic periods.

### Organisation:

- Punctuality is a skill I pride myself with, understanding the importance of time keeping not only ensures deadlines are met to the highest degree but also committing myself to start the day promptly and positively
- Prioritising and managing the flow of work carried out is also significant when meeting deadlines, combined with the flexibility to multi task to make sure specifications are adhered to.

### General:

- Grasping and accepting responsibility for an assortment of duties, are opportunities I relish upon. To see and act on a task, from beginning to end, provides a feeling of accomplishment and satisfaction.
- Efficiency and pro activeness also demonstrate the willingness to always improve my skills and knowledge, and to seek that challenge that will reveal my true potential.
- Confidence and the enthusiasm to be involved with technology of today, in thriving organisations makes me feel comfortable in my surroundings.

## Education:

[September 2002 – May 2006] Staffordshire University BA (Hons) Interactive Multimedia

[September 2000 – July 2002]

Gloucestershire College of Arts and Technology (GLOSCAT) AVCE in Information Communication Technology  
AVCE in Business Studies single award

[September 1995 – July 2000] Brockworth Secondary School GCSEs: 9 A\* – C grade

## Hobbies & Interests/other information:

- Regular use of the gym
- Full clean driving licence and own vehicle.
- Socialising with friends and family
- Basic understanding of Gujarati

**References:** Available on request