

Jenny Seal

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Profile

A developing developer with knowledge of a wide range of front-end and server-side languages, libraries and technologies. Formerly worked in communication roles and for 3+ years as an Analyst Programmer for an IT consultancy, coding in BIS and contributing to all aspects of the development lifecycle. Versatile, quick to learn and hardworking with an eye for detail and ability to build good working relationships with clients and staff at all levels.

Technical Skills

Trained to build accessible, responsive and visually appealing websites and apps. Practical experience in HTML, CSS, JavaScript, PHP, jQuery, React and Redux, MySQL, Node. Familiar with MS Office, VS Code, Netlify, cPanel and GitHub.

Employment Summary

Content Editor and Biography Writer

Network Norfolk, www.networknorfolk.co.uk

March 2016 – January 2020 and January 2012–November 2013 (part-time)

- Writing news articles and features for a news website and sister newspaper.
- Involved finding stories, interviewing subjects, and writing articles. Many articles were reproduced in other professional publications.
- Biographies involved meeting deadlines and expectations of clients, establishing a good rapport through multiple interviews, and writing an engaging life story.

Freelance Web Copywriter

On behalf of Greaves Design Ltd, www.greavesdesign.co.uk

October 2016 – April 2019

- Writing web copy for new small business websites.
- Translating business services and products into easy-to-understand, customer friendly web copy.
- Creating additional articles to promote search engine optimisation.

Project Manager (initially Project Coordinator)

Keystone Development Trust, Thetford, IP24 1JD

March 2010 - February 2014 (included periods of maternity leave)

- Managed small team delivering Big Lottery Fund and Children in Need funded projects.
- Ensured projects were meeting expected targets and were delivered as agreed.
- Worked alongside local charities to help them access funding to deliver more for the community.

Freelance and Short-term contracts

April 2007 – November 2010

- Consultancy on administrative and web-based systems for Churches in Communities
- Risk Consultancy for Newfrontiers International Trust
- Interim Project Manager for Oasis Charitable Trust
- Community consultation and research for the Enfield Island Youth and Community Trust
- Feasibility Study and Business Plan for new community youth project for Leytonstone United Free Church

Communication, Membership Services and Coordinator roles

Faithworks, The Oasis Centre, 75 Westminster Bridge Road, London, SE1 7HS

April 2002 – December 2008

- Managed a small communications team running events, marketing campaigns, a website, writing a monthly membership email for 23, 000 members and a biannual newspaper.
- Event management of a three-day national conference for 600 paying delegates and organization of a high-profile reception at 10 Downing Street.
- Administration of a national awards programme including the ceremony in the Houses of Parliament.

Analyst Programmer

Cap Gemini Ernst & Young, Regent Street, Glasgow

September 1998 – December 2001

IT consultant involved in all areas of the project lifecycle from design to post-implementation.

- As an analyst, identified and designed efficient solutions, writing design and system specifications.
- As a programmer delivered, implemented and tested solutions, writing new programmes and editing legacy code in MAPPER/BIS.
- Presented solutions to the client and acted as a point of contact during client testing.

Education and Qualifications

2020-2021 Coding Traineeship, IT Career Switch

2021 MTA: Introduction to Programming Using HTML and CSS certification

2021 Codecademy's Full Stack Engineer Career Path, Learn JavaScript, Learn React and Redux, Learn PHP, Learn Python 3, Learn Java, Learn Git.

2000-2003 Postgraduate Certificate in Development Management, Open University

1993-1996 BA (Hons) in American Studies (2.1), The University of Nottingham,

1987-1993 2 Certificate of Six Year Studies: Chemistry (A), Modern Studies (B)
6 Highers: English (A), Maths (A), Modern Studies (A), Chemistry (A), Art (B),
Physics (B)
Ardrossan Academy, Ayrshire