**Eleanor English**

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123.111111 (Cell)

**PROFESSIONAL SUMMARY**

Versatile and creative professional positioned to excel within role requiring cross-functional graphic design, digital design, and website development talents. Well-versed in software technologies including Microsoft Office Suite and Adobe Creative Suite.

**EDUCATION**

**HND** in Computing, May 2015

UNIVERSITY OF CENTRAL LONDON, London, UK

Modules included: Software Development, Database Systems, Multimedia and Systems Analysis

**BTEC** Diploma in Information Technology, May 2012

PRESTON COLLEGE, Preston, England

Modules included: Business IT, Intro to Digital Design, Programming, Designing Databases, and Organizations in IT

**PROFESSIONAL EXPERIENCE**

The Salvation Army, London, UK

***IT Mentor Volunteer***, April 2017 – Present

Train end-users on how to use and operate software applications such as Word, Excel, and PowerPoint.

* Responsible for maintenance of hardware and software used for training purposes and recommending repairs to management where appropriate.

European Training Services, Prague, Czech Republic

***Graphic Design Work Experience***, May 2013 – July 2013

Duties included creating web content, editing graphics, and writing copy for clients’ websites and promotional materials.

* Collaborated with cross-functional teams to design high-profile web content for companies including Spencer’s, Projekt Blue, and Global United.

Computer Science Corporation, London, UK

***Triage Administrator***, December 2012 – April 2013

Monitored allocated order queues and assigned work from the relevant queues.

* Entered purchase orders accurately and promptly.

HM Revenue & Customs, London, UK

***Administrative Assistant***, December 2011 – December 2012

Organized and filed paperwork, set up mailing systems, and processed backlogs of documents.

* Played key role in helping to set up and train personnel in new office software system.

**INTERESTS**

Volunteer Editor, *The Headless Way*

IT Mentor to public school students

Personal food blogging