

Jane Jakeman

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EDUCATION

University of Westminster BSc(Hons) Degree in Multimedia Computing (2:1)	2007 - 2009
Northbrook College, Worthing HND in Computing	2005 - 2007
Stanmore College, Stanmore BTec National in Computing - Distinction	2000 - 2001
Acton County Grammar School, London W3 6 GCEs and CSEs	1964 - 1969

EMPLOYMENT HISTORY

I studied as a mature student at University of Westminster, Harrow Campus as a full-time student and achieved my Degree in 2009. Since then I have been building highly accurate websites using HTML, CSS, Javascript, JQuery, php & mySql. I also use Adobe Photoshop, Dreamweaver, Fireworks, InDesign, Premier, Illustrator and Flash. I use Drupal, Joomla and Wordpress. I can build a complete website in Notepad and upload it using Filezilla without the need for using any software apart from image manipulation software.

I hold an Enhanced CRB check and am registered self-employed.

I buy domain names and am a webhost manager for about 5 sites. I change DNS settings, point the domain name to the nameserver, set up email accounts, set up databases (MySQL, phpMyAdmin) I resell webspace and own a handful of domain names.

I have some good SEO skills such as Keyword research, link building and copywriting and use Google Webmaster Tools, Analytics and have run an Adwords campaign.

I would like to achieve a job role using quality html and css and associated programming/scripting.

Listed here are some websites that I have built from scratch which are all my own work:

www.cryolab.co.uk Demonstrates: Dynamic database driven products listings – paid work

www.spicesthairrestaurant.com Demonstrates: a 24-hour hand coded site build from scratch – paid work

www.greenairsolar.co.uk Demonstrates: Graphic Design of logo, Leaflet Design, Hand coded HTML and CSS with positioning – more work requested from client – paid work

www.satalia.com Demonstrates: Different type of navigation/breadcrumb trail using php – paid work

www.shellisroofing.co.uk Demonstrates: A different type of gallery, achieving a high Google Search result (first page) - Search Term for first page in Google: "roof repair harrow" – paid work but family business

[Teo & Co, Solicitors](#) Demonstrates: A wider screen jquery slide transition – paid but for a friend

www.abbeylm.co.uk Demonstrates: A quirky type of Ajax image gallery – paid work

Prior to becoming absorbed with computing and website work, I worked in Social Housing for many years, often managing statistics via Database Query Tools, csv files and Microsoft Excel.

Listed here are my job roles prior my Computing Degree. I went from full-time work to part-time work when I bought my own property portfolio in May 2002 and then sold in May 2012 and have just moved back to West London:

West Sussex County Council via Badenoch and Clark **Nov 04 – Jun 05**
Liverpool Gardens, Worthing
Accommodation Officer

Identifying suitable property for housing unaccompanied minors seeking asylum

Coole and Haddock via Reed Employment **Feb 04 – Nov 04**
The Steyne, Worthing
Administrator

Assisting solicitor with the set-up of a new office and computing equipment

I took one complete year out for my property portfolio work in Feb 03 to Feb 04

Drum Housing Association via HERA **Sep 02 – Feb 03**
Petersfield, Hampshire
Project Manager

Project management of new build and refurbishment from inception through to completion

Moved to Sussex from London

Network Housing Association **Jul 96 – Jun 02**
Willesden Lane, London NW2
Senior Development Officer from 1998 – 2002

Identifying street properties suitable for temporary accommodation and working with Housing Corporation

Development Officer from 1996 – 1998

Researching new areas and utilising street properties for homeless families as temporary accommodation, identifying works required, inspecting a multitude of types of buildings and writing up survey reports for those buildings

Ealing Family Housing Association **Sep 90 – Jul 96**
West Ealing, London W13
Procurement Officer from 1991-1996

Identifying accommodation for use by homeless families, negotiation with landlords, some major grant funded works

PA to Director of Development from 1990-1991

All PA duties, including opening ceremonies for new developments

Channel Hotels and Properties (UK) Ltd **Jan 81 – Aug 90**
London SW7

Property Administrator

All aspects of purchase, management, letting, sale of residential/commercial property including blocks of flats, service charge accounts, rent reviews, AST's, major works, asset stripping, purchase and sale of property at auction, working with surveyors, solicitors, architects, lenders, local authorities, planners, highways, auctioneers, estate agents

Raised 3 children, some temp work during this period

1972 – 1981

BBC TV

1969 - 1972

Secretary

Working in Artists Bookings, booking actors for Light Entertainment and Drama