

**Justin Taylor** 23 January 1984

Staines, Middlesex

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## PROFILE

- **Highly motivated and dedicated Web Developer (and IT Manager)**
- Project management, web/print/user experience design, market research
- Designing websites for over 10 years, with over 4 years commercial experience in professional environments (LAMP developer)
- Firm grasp of the design and technical requirements of web-based projects
- Excellent communication and people skills
- Works effectively under own initiative and as part of a team
- Works well under pressure to plan and prioritise tasks to tight/competing deadlines
- Ability to respond effectively to feedback and instruction
- Seeking a permanent position in a challenging role where I can gain further experience

## CAREER HISTORY

### **Freelancing**

*June 2007 to March 2008, March 2009 to current*

- Providing services to SMEs, including freelancing for Leapfrog Research and Saratoga Technologies
- Ad hoc website development/design, graphic design and IT consulting
- HTML/CSS/PHP/MySQL (LAMP)
- Content Management Systems and bespoke online solutions

### **Leapfrog Research and Planning Ltd, Windsor**

*Research Support - IT management and web developer, April 2008 to February 2009 (Contract)*

- Supported staff in a busy Market Research agency
- Started as a 3-day temp. Offered 6 month maternity cover position at end of first week
- Assisted with the creation and development of presentations for clients
- Maintained IT hardware, conference room equipment
- Created in-house online solutions to aide collating data, introducing forums, blogs and chatrooms to researchers
- Edited audio and video, installing video streaming solution
- Saved the company £3,000 by creating website in-house. Built two bespoke Market Research online tools, saving proposed £12,000+ on purchase, setup and training costs
- Contract terminated due to economic climate and permanent layoffs

### **Saratoga Technologies (UK) Ltd, Poole**

*Internet Solutions Manager, July 2006 to May 2007 (Permanent)*

- Full-service IT company providing services and products to SMEs, schools, charities, organisations and churches with a wide array of technology needs
- Websites, data migration, servers and workstations, and VoIP telephony
- Development, design, project management, technical support
- Responsible for 5 full and part-time staff creating websites and digital media, both static and database driven websites
- Analysing website usage for clients and providing monthly reports
- Resigned as cashflow problems with the company (which were later resolved)

### **Temping for Office Angels and Reed**

*Various roles between September 2007 to March 2008 (Temping)*

- The Mortgage Works contact team (part of Nationwide Building Society) Oct 2007 to Jan 2008
- Jelf Group Ltd, Private Medical Insurance department Jan to April 2008
  - Preparing and cleaning data for transfer from proprietary database to a central database system
  - Proposed to streamline several day-to-day tasks, which enabled staff to work more efficiently

### **Next Directory, Leicester**

*Customer Service Advisor, November 2004 to February 2006 (Part-time)*

### **House of Fraser, Bournemouth & Leicester**

*Sales Advisor, various between September 2002 to June 2004 (Part-time)*

### **Slavanka Hotel and Conference Centre**

*IT and Marketing Manager, May 2001 to June 2002 (Permanent)*

- Organised conference bookings
- Increased bookings and external communications by redesigning website
- Streamlined communications and bookings system by implementing email and training staff

## EXPERIENCE

- **670° Degree Show, Faculty of Art, De Montfort University, Leicester** *May to July 2006*  
Creative Director for a video installation in the gallery space to the faculty. Developed the theme and concept through to final production.
- **Holiday Club, Newmount Methodist Church, Derby** *2003 to Present*  
Volunteering at a weekly-long summer club for 6-11 year olds.
- **Academic Intranet, Bournemouth School, Bournemouth** *Summer 2001*  
Installed Intranet server running Microsoft Windows Server and IIS. Designed and developed site for staff and students.
- **Bearwood Roundup, Bearwood Community in Action, Poole, Dorset** *1999 to Present*  
Editor of community newspaper delivered to 1,700 properties. Dealing regularly with local MPs, ward councillors, local officials and residents. Organised funding of two beginner IT courses for 20 residents. Newsletter won 2007 award for best Dorset community newsletter, judged by Bournemouth Daily Echo.

## EDUCATION

- BA Multimedia and Interactive Design *De Montfort University, Leicester, 2002-2006*
- AVCE Media Communication and Production *Bournemouth and Poole College, 2000-2002*
- 10 GCSEs, including English and Maths *Bournemouth School, 1995-2000*

## SOFTWARE SKILLS

- Microsoft Windows XP, Vista, Server 2003 (Active Directory/Exchange), Mac OS X, Ubuntu
- Microsoft Office: Word, PowerPoint, Excel.
- Adobe Creative Suite: Illustrator, Flash, Photoshop, Dreamweaver, Premiere
- Education: Moodle VLE; SIMs

## WEB SKILLS

- Hand-coded HTML/CSS, PHP, MySQL
- User experience design processes and techniques
- Information Architecture
- Accessibility/Usability
- Cross-platform and cross-browser consistency
- SEO, PPC, affiliate marketing, and site analytics - Google Analytics, Mint
- Email campaigns and tracking/statistics
- CMS including ExpressionEngine, WordPress, osCommerce, blogs, wikis
- Social networks/online communities - forums, chatrooms, Facebook, Twitter, MySpace, Bebo, YouTube, Digg, bespoke market research facilities
- Online audio/video streaming

## PERSONAL SKILLS

- Communication
- Customer service
- Project management
- Presentation
- Staff management

## RECENT PROJECTS

- Market Research Agency II  
*Online community for mobile telephone users. Chatroom facilities for respondents in Spain and Holland*
- Police Agency  
*Creating an interactive website for a Police Agency with 30,000 members*
- Private School in Bournemouth  
*Updating website with CMS so staff can edit site, providing graphic design service*
- Market Research Agency  
*Creating a dynamic new brand for an existing small agency*
- Chartered Building Surveyor in London  
*Creating a new brochure site with a contemporary feel*

## NOTES

- References are available upon request
- British
- Full UK driving license
- List of projects and work examples available upon request

OPERATING SYSTEMS /  
SERVER TECHNOLOGY

<b>Mac OS X</b>	7 years
<b>Mac OS X Server</b>	2 years
<b>Windows 2000, Vista, 7</b>	9 years
<b>Windows Server 2000, 2003</b> - Active Directory, Exchange, IIS, Sharepoint	2 years
<b>Linux (especially Fedora, Ubuntu)</b> - remotely and onsite	3 years

## OFFICE APPLICATIONS

<b>Microsoft Office 2000, XP, 2003, 2007</b> - Word, Excel, PowerPoint, Access	10 years
<b>Apple iWork</b> - Pages 07, 08, 09 - Keynote 4, 07, 08, 09 - Numbers 08, 09	3 years

WEB DESIGN  
TECHNOLOGIES

XHTML (HTML)	10 years
CSS	7 years
PHP	5 years
MySQL	5 years
Javascript / AJAX	4 years

CMS / FORUMS /  
ECOMMERCE

Expression Engine	6 years
Bespoke systems	2 years
WordPress	2 years
Forums (including Vanilla, PHPBB, FluxBB)	3 years
OSCommerce	2 years
Cube Cart	1 year

GRAPHIC / VIDEO /  
DESIGN

Adobe Photoshop	10 years
Adobe Dreamweaver	7 years
Adobe Illustrator	5 years
Adobe Flash	5 years
Adobe Premiere	4 years
Final Cut Pro	4 years
Apple iMovie	5 years

EMAIL CAMPAIGNS /  
MARKETING

Mail Chimp	3 years
Constant Contact	2 years
Campaign Monitor	4 years
Google Adwords	3 years
Google Adsense	3 years

ANALYTICS / SITE  
TOOLS

Google Analytics / Urchin	5 years
Mint	3 years
Site monitoring - eg Pingdom	4 years

AUDIO/VIDEO  
STREAMING &  
PODCASTING

Flash Media Encoder	2 years
Variety of podcasting solutions, PC, Mac and web based	3 years