

# STEVEN CARROLL

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## Professional Profile

An enthusiastic and dedicated Multimedia web designer with strong project management skills. A flexible and hard working individual who enjoys being part of, as well as leading, a successful and productive team. A highly creative and innovative person with a good track record of meeting targets and objectives. An effective and experienced administrator with good organisational abilities. Possesses excellent interpersonal skills and communicates well at all levels.

## Objective

Now looking for a new and suitably challenging position one which makes best use of web design and development skills and enables further professional development.

## Education and Qualifications

<b>BA (Hons.):</b>	Multimedia - 2:1 second-class honours, Nottingham Trent University (2011) Research Project: What factors have the most effect on initial reaction to a viral advertisement where a factor is content, interactivity, colour or sound? Live Client Project: <a href="http://knightspharmacy-nottingham.com">http://knightspharmacy-nottingham.com</a>
<b>BTEC:</b>	Multimedia - Distinction, South Nottingham College (2008)
<b>ABC:</b>	Digital Imaging Levels Two and Three (2007)
<b>Key Skills:</b>	Improving Own Learning Performance Levels One and Two (2007) IT Levels One and Two (2007) English Level One (2006)
<b>OCN:</b>	Video Levels One and Two (2006)
<b>First Diploma:</b>	Art and Design - Distinction (2006)

## Awards

- Student of the Year, JLC Dedicated to the Future of Print - 2008
- Key Skills Award - 2008
- Silver Medal for the UK Skills Web Design competition - 2008

## Key I.T. Skills

- Adobe CS5 Dreamweaver Photoshop, Illustrator, InDesign, Premiere Pro, Flash, HTML, CSS
- Javascript, PHP, MySQL
- Maya, Director MX
- iDVD, iMovie HD
- Microsoft Office
- Windows and Apple Macintosh

## Career Summary

**2007 - Present**      **Administrative Assistant**  
**Asda, Arnold**

- Undertaking a variety of administrative tasks in a busy store, such as trading standards, processing orders, clearing invoices, filing and dealing with warehouse queries. Reception duties, dealing with telephone enquiries from the general public. Checkout trained which allows me to work with the general public, improving my customer service skills.

**2007**                      **General Retail Assistant**  
**Somerfield, Nottingham**

- Working as a proactive member of the team within the bakery department and providing a high standard of customer service at all times

**1995 - 1998**              **Support Care Worker**  
**SENSE, Birmingham**

- Providing a high standard of care and assistance to deaf and blind adults to enable them to live in the community

**1993 - 1995**              **Head Chef**  
**Nottingham City Golf Club**

- Leading, managing and motivating the team, allocating tasks to ensure the achievement of targets and objectives in the production of quality food and beverages

**1988 - 1993**              **Chef de Partie**  
**The Royal Hotel, Nottingham**

**1985 - 1988**              **Catering Assistant**  
**NAAFI, Nottingham**

**1983 - 1985**              **Gardener**  
**Nottingham City Council**

## Personal Details

**Driving Licence:**      Full/Clean  
**Other:**                      Qualified First Aider

## Interests and Activities

- Visual media
- Volunteering in the respite care sector
- Coaching at the local running club (qualified with UK Athletics in 2006 Levels One and Two)
- Running the Paris Marathon to raise money for Macmillan (2007)