

Leon Cordice

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Portfolio: leoncordice.com

Personal Profile

I have been building projects using HTML, CSS, and JavaScript for over 2 years and I have been using Python and MySQL for over a year. I decided to enroll on a Software Development Bootcamp with Just IT. This has allowed me to improve my existing skills, learn new concepts and processes, produce clear comprehensive code, collaborate with colleagues to share ideas and problem-solve.

I completed the Software Development Bootcamp with Just IT in March 2023, which was a 3-month intensive course that teaches and prepares the candidates for work. The course was comprised of HTML, CSS, JavaScript, MySQL and Python. During the bootcamp I was able to create numerous projects and a portfolio to showcase my work.

Please visit the link (www.leonc-dev.rf.gd) to view my portfolio, I also have a GitHub repository (<https://github.com/frequentc>), where you can find the code for the projects.

General Skills:

- Excellent interpersonal skills with the ability to communicate with people at various levels
- Flexible and adaptable and willing to train and learn new skills
- Able to solve problems and under pressure and create innovative solutions
- Able to work on own initiative and deliver work objectives within specific deadlines/targets
- Professional and focused on representing a positive image
- Reliable and always willing to help others
- Able to remain calm when dealing with queries and complaints
- Highly organised, well developed time management skills
- Strong attention to detail and keen problem solver
- Administrative skills and IT literate
- Excellent knowledge of Microsoft Word, Outlook, Excel and G-suite (Gmail, Docs, Sheet, Calendar, etc)

Education and IT Training

10/22 - 02/23

Just IT Training Ltd, London

Digital Skills Bootcamp: Software Development

A twelve-week intensive bootcamp covering the fundamentals of Web and Software development.

09/03 - 06/07

Thames Valley University, London

BA(Hons) Digital Animation & Music Tech

Grade:

2:1

09/01 - 07/03

City and Islington College, London

BTEC ND Level:

Multimedia

Grade:

Merit

AS Level:

Photography

IT Skills

Software Development Skills: Python MySQL

Web Technology: HTML5, CSS3 & JavaScript

Core Programming Languages: JavaScript and Python

Employment History

10/22 - 02/23

Employment Skills Training Bootcamp Just IT – Software Development

- A 14-week intensive course comprising of HTML, CSS, JavaScript, MySQL and Python
- Producing projects and website portfolio to showcase work
- Schedule - Monday to Friday 9 am to 5pm for 12 – 14 weeks
- Job/career preparation and training for software development/engineering roles

04/20 - 09/22

Career Break

- Career break during the Covid-19 Pandemic.
- Career change training - self-learning and online courses/projects

03/17 - 03/20

Hackney Council, London Licensing Officer

- As a licensing officer I would arrive at work 07:45 - 08:00, which is about an hour early so I could get as organised, and I could get my work started early and get application/email responses back to applicants as soon as possible.
- Most queries would come in by phone so I would make sure that the customer got the information that they requested in a timely manner, the information given was helpful and correct and if they required more information regarding their query then they should not hesitate to ask or call back.
- Most of the queries that I dealt with were by email, which I usually responded to in order of date/time, I also had a lot of queries by telephone and some face to face.
- During busy periods like Christmas and new year, I would discuss with my colleagues the strategy which we implemented to get all customer applications processed in a timely manner. I would distribute the applications to my colleagues equally and I would take the largest amount. We would all work together to get as much done as possible before the deadline. If I was able to finish my work before the others I would ask if they needed any help and give them support.
- I would be tasked with learning to process new types of licensing applications, which would be added to my workload every few months. This was challenging and added a lot of pressure. I was expected to process more types of applications which meant I had to adapt quickly and show how flexible I was.
- I would often run into issues while processing new applications on the system, this would mean that I would get stuck on something I did not know, or I had forgotten. I like to try and figure things out myself as much as possible. As this enables me to learn and remember the problem. I try to find the solution then I try to break it so I can fix it. This means I gain a better understanding of the system and then I can show others who also encounter the similar problems. I can also figure out shortcuts and show colleagues that are not aware of all the system's features.

09/11 - 04/16

Haringey Council, London Concessionary and Permit Processing Officer

05/11 - 07/11

HAGA Haringey Advisory Group on Alcohol, London Administrator/Receptionist

References available upon request