

Daryl Summers

Curriculum Vitae

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Profile

I am a self-motivated individual with excellent communication, interpersonal and time management skills. I always work to my full potential and I thrive from all challenges given to me daily, either individually or as part of a team. I prosper in all situations with various organisational pressures, ensuring I meet strict targets and deadlines to the very best of my abilities, with the willingness to learn and develop my skills and knowledge.

Work History

WordPress Web Designer – iSpi Media (June 2019 to Current)

- Meet with potential clients to discuss the range of website design services and upsell other products to support their brand, product or service. Liaise with them directly to provide quotes and to secure new business.
- Design new websites and create content using WordPress. Working closely with clients following a predefined brief to create a website that meets their brand identity and tone of voice.
- Responsible for seeing projects through to completion and providing hosting, domain names, emails and technical support for a contractual period.

Customer Service Assistant (Part-Time) – Wilko, Greenbridge, Swindon (October 2018 to May 2019)

- Operating the checkouts and lottery machine with accurate cash handling management.
- Facing the shelves to ensure tidiness and ensuring the store was presentable at all times.
- Replenishing the stock on the shop floor and responsible for a section per shift.
- Dealing with customer enquiries and complaints in an effective and efficient manner.

Managing Director – Summers Property Inventories Limited (January 2014 to June 2019)

- Working directly with inventory clerks on-site and dictating the condition of a property via telephone and touch typing the information onto iSpi to generate the online inspection report. This consisted of detailing the description and condition of each item annotated and uploading the photographs for each item with a unique reference.
- Proofread and generate each report to send to the client via email with a same day turn around. This required focus to ensure the information was accurate and could be delivered to the client quickly. Any further alterations required by the customer would be cross-checked and sent back to them for final approval.
- Business management duties included liaising with new and existing clients through networking events, customer service via telephone, email and online chat, income and expenditure bookkeeping, generating and sending invoices, and diary management.
- Marketing of the company website with a focus on SEO and social media to increase traffic and engagement, as well as monitoring Google Analytics, Google Ads, Facebook Ads and email campaigns.
- Designed all the marketing materials for various digital and print mediums (website, business cards, flyers etc.).

Web Designer & Department Supervisor – SiteWizard Limited (September 2011 to January 2014)

- Department supervisor for the website design and development teams. This involved managing queue times, generating quotes, staff training, and developing and integrating new business strategies with other managers.
- Engaging with clients and designing website mock-ups using Adobe Photoshop by following the brief and providing additional revisions based on client feedback. Coding websites using HTML5, CSS3 and jQuery, and integrating the in-house CMS, whilst utilising mobile-first responsive design.
- Regular website alterations including content editing and upgrading the code to allow for responsiveness.
- Testing new and existing websites for cross-browser compatibility and fixing bugs and console errors.

Education

Degree:

First-Class BSc (Hons) in Property Marketing, Design and Development The University of Portsmouth – September 2008 to June 2011

This degree focused on a broad range of topics relating to all aspects of the residential property sector such as: Planning and Regeneration Procedures, Practice and Law; Regeneration and Design for Sustainable Cities; Surveys and Defects; and Property Vulnerability and Risk Mitigation.

The course assisted with the ability to:

- Work independently, set deadlines and organise workloads efficiently;
- Professionally present and communicate projects in a confident manner;
- Lead a team to participate and conduct group projects to a high standard;
- Conduct independent research in a structured and coherent manner.

A-Levels:

Aylesford School, Aylesford, Maidstone, Kent (September 2005 to June 2007)

- Double Business Studies (**A/B**)
- Information Communication Technology (**D**)

GCSEs:

Aylesford School, Aylesford, Maidstone, Kent (September 2003 to June 2005)

Awarded **9** GCSEs including English & English Literature (**B/B**), Mathematics (**D**) and Double Science (**C/C**).

Key Skills & Capabilities

- HTML5 and CSS3 with some jQuery knowledge
- WordPress, WooCommerce and plugin support
- Adobe Photoshop and Adobe Illustrator
- Meticulous attention to detail with high standards of accuracy and consistency
- Project management from start to finish
- Microsoft Office suite of programs
- Excellent communication skills
- Time efficient and well organised
- Able to work independently and within a team
- Ability to work methodically, use initiative to problem solve and prioritise varying work loads
- Strong leadership and interpersonal skills
- Motivated for professional development

References are available upon request