

cnridley1@gmail.com

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<https://github.com/cnridley>

<https://www.linkedin.com/in/chloe-ridley-3412a311a/>

Chloe Ridley – Junior Software Developer

A determined, self-motivated Junior Software Developer, who can work effectively as part of a team and also efficiently work alone to make sure a deadline is never missed. Proficient coder in JavaScript and Python and can troubleshoot any issues to find a solution. My Github, <https://github.com/cnridley>

Education

2019 – 2020 - Diploma in full stack web development, accredited by Edinburgh Napier university.

2013-2016 Manchester Metropolitan University, England.

Achieved a first-class, BA(hons) Business management, finance and marketing degree.

2011-2013 South Trafford College, Manchester, England.

A-levels in Business studies, Maths and Psychology. (high school equivalency)

Work experience

Marketing Co-ordinator – O’Canada Soapworks, Canmore

- Manage the back-end of the WordPress website, update the website regularly to ensure it stays up-to-date. This includes changing the layout of the website, changing images on the website to match the monthly features, adding new pages to the website when needed, adding any new products as required and pulling statistics from the website to monitor how it is performing.
- Manage Keap (infusionSoft) for email marketing, successfully made multiple automation campaigns for email marketing linked to when a customer makes a purchase.
- Responsible for all social media marketing, including organic and paid growth.
- Pulled weekly and monthly reports from social media accounts, Keap and the website to monitor performance and make marketing strategies accordingly.

Marketing Admin – Assistant Co-ordinator, Sunshine Village Mountain Resort, Banff

- Assistant to the Vice President of Sales and Marketing, providing support whilst helping with a wide range of tasks.
- Worked closely and built strong relationships with multiple local businesses to provide the B2B program, took payments and made invoices, whilst keeping in constant communication with them regarding their accounts.
- Worked closely with charities to arrange donations from Sunshine to help raise money at events.
- Answered phone calls and emails, assisting clients with any questions and providing them with accurate information quickly and professionally.
- Part of team of Sunshine staff that worked together to help make sure that all projects ran smoothly, and clients were happy.
- Required high organizational skills as I was often working on more than one task at a time, approaching each client professionally and providing accurate information and quick response times to any questions or queries they may have.
- Updating and maintaining confidential documents, ensuring they are quick and easy to find within the system and easy to understand.
- Worked in other departments during the busy period, showing flexibility in the workplace and the ability to learn new procedures quickly.

Manager, Harvest Café, Canmore

- Responsible for the day-to-day operations of the business, ensuring staff and customer requirements are met or exceeded.
- Responsible for the finance report at the end of the day, and any cash handling.
- Making sure budgets are kept for food costs and labour costs.

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- Managing external catering requests and communicating the needs of the customers with my team to make sure any requests are met efficiently.
- Hiring and training of new staff.
- Arranging meeting with the owners to discuss the current operations of the business, any issues within the business and how to tackle them appropriately and making future plans for the business.