

Ashley Hunt

079 4642 1919 | ashley.hunt1992@gmail.com | Nottingham

A versatile, well-mannered individual with experience in Event Management, Marketing & Design and a strong I.T skill set. A self-motivated, enthusiastic person who is eager to learn and quick to pick up new skills; keeps a level head whilst under pressure and understands the importance of fine detail.

Mature student currently undertaking a BSc in Computer Science at the University of Nottingham.

Employment History

Web Developer/Designer

Freelance/Boostbery Limited

July 2020 – Ongoing

Has undertaken freelance work for a digital marketing agency (Boostbery Limited) alongside university studies. The role consists of developing, maintaining, and updating commercial websites. The role also involved working with the organisation to maintain branding across different mediums.

Key duties and skills:

- Building applications to the client's specification
- Working to deadlines
- Liaising with colleagues and clients
- Creative problem solving

Professional Poker Player & Coach

BitB Staking

October 2016 – July 2019

Joined BitB Staking as a professional poker player and coach - mentoring, training, and guiding individuals to improve their prospects and skills. During this time, also working closely with the organisation to maintain their website and assisted with administrative tasks.

Key duties and skills:

- Self-motivation – created opportunities and set personal goals
- Time keeping – used time efficiently, arranging and attending meetings with other people from around the world
- Using complex software, creating, and analysing data
- Stamina and determination – Working 60+ hour weeks, which has given mental fortitude and an understanding of the importance of hard work
- Organisation – structuring time and resources to facilitate optimal outcomes for individuals

Events Administrator

Association of Employment and Learning Providers (AELP)

April 2013 – October 2016

Joined initially as a marketing apprentice and progressed to a full time Events Assistant upon completion of the course. In November 2015 was promoted to Events Administrator and took on additional responsibilities.

Continues on reverse.

Key duties and skills:

- Maintaining and re-designing event websites
- Compiling and maintaining up to date records/databases
- Dealing with correspondence relating to events
- Creating email and event communication materials
- Assisting in the preparation of event materials, including stock control, and purchasing materials
- Evaluating delegate feedback from events
- Providing general administrative support on-site at events

Team Leader

KFC

Nov 2011 – April 2013

Whilst studying at college took a position at a local fast-food chain; was quickly promoted to Team Leader - responsible for managing other staff and the smooth running of the shift.

Key duties and skills:

- Providing high quality customer service.
- Managing product control and stock rotation.
- Overseeing staff duties and managing a team.
- Implementing hygiene standards and maintaining health and safety
- Recording incidents or activity throughout the day.
- Recording/Checking delivery information.

Qualifications

University of Nottingham

BSc: Computer Science with Artificial Intelligence (Ongoing)

University of Derby/Buxton & Leek College

Access to HE Diploma: Computing (Pass with Distinction)

South Gloucestershire and Stroud College/AELP

NVQ Level 2: Marketing

St. Brendan's Sixth Form College

A level: Accounting (C), Business Studies (D), Graphic Design (E)

Broadlands Secondary School

GCSE: Electronic Products (A), Science (A), Additional Science (B), Geography (B), English (B), English Literature (B), Mathematics (B), French (C), Art and Design (D)

CLAIT: I.C.T (Pass)

References

Available on request.