



Hayley Jones

Email: hayley@hayley-j.co.uk
Date of Birth: 23rd February 1983

Mobile: 07562 724 953
Location: Nottingham, UK

"Hi, I'm Hayley, and after having spent a number of years being self-employed as an Online Reseller and also having spent 15 years as an 'on and off' WordPress Developer, I am focussing on a career in Website Development."

I pick up new skills quickly with great attention to detail and I am eager to learn!

Please take a look at my Online Portfolio: www.hayley-j.co.uk

Website Development Skills:

- WordPress Development
- Server & Hosting management using cPanel
- FTP
- CMS Experience
- Content Editing
- GIMP Image Editor
- Header and Button creation
- Basic HTML & CSS

Software:

- WordPress CMS
- FileZilla
- GIMP
- cPanel
- Drupal & Joomla
- Figma
- Google Workspace – Docs, Sheets, Gmail, Drive, Slides
- Microsoft Office – Word, Excel, PowerPoint, Outlook

Academic Achievements:

BA (Hons) Business Information Systems Degree, 2002-2006, Nottingham Trent University - Including 1 year Work Placement in eBusiness and Sales Support at Xerox UK

- Content Strategy and Project Management courses, May 2023
- Understanding your Customers course, September 2021
- Financial Accounting and Reporting course, September 2021
- A-Levels in Business Studies, Design and Computing, 1999 – 2001

Personal Skills:

- **Willingness and ability to learn** – I taught myself how to use WordPress, cPanel and GIMP, and ensure my continual CPD by completing online courses.
- **Attention to Detail** – focussing on iteration and ensuring content is accurate and clear.
- **Communication** – experience using different communication channels in various work environments.
- **Team working** – the ability to contribute to different team-based tasks, plus the confidence and discipline to work independently.
- **Strategic and Analytical mindset** – I'm always looking for an answer to a problem! This may be in a personal or professional capacity so I can remain as efficient as possible.

Voluntary Experience:

- **Salvation Army Volunteer in Malaysia, 2001 – 2002** - I spent 6 months volunteering at an old people's home in Malaysia. Helping residents with activities, helping with cleaning and cooking, taking residents to appointments and on trips out. I also learnt some basic Malay and Cantonese to communicate more effectively with the residents.
- **Salvation Army Volunteer in Malaysia, 2007** - Having previously completed a gap year volunteering for the Salvation Army at an old people's home in Malaysia, I returned for 2 months to volunteer with them again. I helped out at the old people's homes, and the children's home both in Ipoh, Malaysia

Employment History

eBay Business Owner, Jan 2019 - May 2023 (4 years 5 months)

I ran my online reselling business selling through the eBay platform. I dealt with all aspects of customer service, ensuring any queries are dealt with in an efficient manner. I worked autonomously in this homebased role, creating and self-managing my own working week.

WordPress Website Setups & Content Creation, Self-employed, Oct 2009 - Jun 2022 (12 years 9 months)

I've worked "on and off" in website development for the last 15 years - more recently re-developing my website with WordPress.

From learning the basics during my degree, I taught myself advanced Website Development and Design skills such as creating content - text, images, icons and website headers, using CMS such as WordPress, Drupal and Joomla and plugins such as galleries. As well as creating websites using HTML, CSS and some very basic PHP, plus using cPanel to setup new domains, email address and setting up and managing website hosting.

Marketing and First Aider, 1st Aid 999, Jul 2011 - May 2020 (8 years 11 months)

Creating and updating marketing literature such as leaflets, stickers & certificate templates, sending and following-up on invoices. I was also a First Aider, attending various events across the UK and working both with colleagues and independently to provide first aid cover.

Web Developer & Marketing E-sports UK LTD Jun 2007 - Apr 2010 (2 years 11 months)

I designed and developed websites for different areas company such as a landing page (showing the different sections of the company), HTML & CSS coded website showing-casing projects the company have created for clients. I was involved in marketing such as creating and distributing leaflets to potential customers.

Hobbies and Interests:

- In my spare time, I enjoy cooking – I like to find new recipes to try and then adapt them; sometimes successfully, sometimes not!
- I also enjoy photography – I'm no professional but I enjoy taking photos and exploring different angles and lighting, and then editing photos to give a new perspective.