CURRICULUM VITAE

I have experience in administrative roles, however, my true passion has always been in programming and development, and I have strong attention to detail and inclination for problem-solving. To build upon this interest, I have recently graduated from a coding Traineeship as a full stack developer including completing 2 real-world projects successfully to specification using a wide range of programming languages. I have excellent customer service, communication, teamwork and organisation skills and a strong work ethic. I am looking forward to establishing a career in the development field where I can prove myself as an asset.

PERSONAL DETAILS

NAME: Nadia Qadir

RESIDES: Glasgow

TRANSPORT: Public Transport

RIGHT TO WORK: British Citizen

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CODING TRAINEESHIP   **IT Career Switch Ltd**
Coding Traineeship – Full stack developer
1-year program

During the traineeship I had to demonstrate a very competent level of the following programming languages and technical skills

- HTML5, CSS3, JavaScript
- PHP, SQL, React, jQuery
- Python, Node.js, Bootstrap
- Command line Git, Github
- Remote API access

DEVELOPMENT EXPERIENCE:
Below are the two briefs of development projects I completed with IT Career Switch which can be found in my bio:
https://nadiaqadir.co.uk/

Portfolio Project #1: "Gazetteer"
The specification was to reply to a website specification for a map-based app to provide information on countries, with a focus on a "mobile-first" development. Preferably using a framework, to then develop HTML, CSS and JavaScript with JQuery modules that use PHP server-based components to source data from third-party APIs (Geonames, OpenWeather). The solution is assessed on its delivery to specification, functionality, and usability.

Portfolio Project #2: "Company Directory"
A more rigorous reply to this specification was required as a user requirements document was needed to be prepared which, when signed off, triggers the release of SQL allowing to develop a "mobile-first" application to maintain a company personnel database (MySQL). Sign off is only achieved upon the student supplying an independently witnessed document providing confirmation of the system's ability to perform error-free.

CAREER HISTORY:

2022 – 2024   **Study break**

- During this time, I began studying coding and completed projects to gain practical experience with these technologies. I am now immediately available for any junior roles in the development field.

2021 – 2022   **NHS COVID Vaccination Helpline**
POSITION HELD: **Call Handler**

- Developed strong communication and customer service skills by assisting individuals with their vaccination inquiries
- Provided accurate information, handled a high volume of calls, and addressed concerns with empathy and efficiency
- Managed sensitive information, worked under pressure, and navigated complex healthcare systems
- Significantly enhanced problem-solving abilities and commitment to supporting public health initiatives

2017 – 2021   **Career break to start a family**

2015 – 2017   **Discount School Furniture**
POSITION HELD: **Administrator**

- Automated office operations and managed client correspondence, record tracking, and data communication
- Coordinated materials for program needs, including physical files, tracking spreadsheets, and update reports
- By resolving issues quickly and effectively, elevated customer satisfaction ratings
- Worked closely with the CEO to provide administrative support

2013 – 2015   **Bling Home Furniture**
POSITION HELD: **Receptionist Administrator**

- Mitigated financial discrepancies by accurately monitoring payroll, credit card purchases, invoicing, and budgeting
- Increased office organisation by developing more efficient filing systems and customer database protocols
- Helped less experienced staff manage daily assignments and organise files, developed spreadsheets, faxed reports, and scanned documents

EDUCATION:
2010 – 2012   **Luton Sixth Form College**
                                                           Three A-Levels

2005 – 2010   **Ashcroft High School**
                                                           Eight GCSEs (*Grade: A – C*)