



Sinéad McIvor

Hello, I am a multidisciplinary designer with an array of experience in, print, web and digital design. I am capable of working unsupervised or in a team to see that a project goes from initial concept to final deliverable efficiently and ensuring quality of the final product. I also have the ability to create beautiful, functional websites with clean and reusable code.

WORK TIMELINE

ADMINISTRATION ASSISTANT

R'town ARCHES Association | October 2017 - Current

In this job role I am responsible for handling administrative requests and queries, answer and direct phone calls, organizing and scheduling courses and classes, write and distribute emails and letters, taking detailed minutes of meetings. In this job I report directly to a Board of Directors, I assist with applications to local and national environmental competitions and funding applications I carry out accurate and confidential record keeping and deputise for the Community Development Officer and Senior Administrator in their absence. I deal with finance queries and often manage staff. Whilst in this role, I have taken extra courses in my free time including First Aid, Autism Awareness, OCN Community Development and Deaf Awareness. I also recently redesigned and implemented their new web content management system.

JUNIOR WEB DEVELOPER

Big Pixel Creative | September 2015 - May 2016

My role as Junior Web Developer was to assist the Lead Developer and work with his team in developing and maintaining existing client websites, creating new website mock-ups, graphic design, constructing user guides and documentation, providing user-end support, troubleshooting and brand redesigns. I supported the team in all phases including: analysis, design, deliver functionality, testing and support whilst reporting directly to the lead developer, listening to others and accepting input and opinions from team members and articulating my ideas both verbally and on screen.

CUSTOMER ADVISOR

Spar | May 2013 - October 2017

In this job role I was responsible for having patience, attentiveness to detail, clear communication skills, handling money, goal oriented focus, suggesting products the customer may be interested in, checking customers' identification and confirm it meets legal age for services such as fuel and cigarettes and providing a high standard of customer service on a daily basis. I also deputised for the Post Office clerk in their absence.

EDUCATION TIMELINE

MSC SYSTEMS THINKING IN PRACTICE

Open University | Ongoing

In October 2018, I began a part-time course in MSc Systems Thinking in Practice through Open University. This course explores the way we think about and approach tasks or situations. The modules I am most looking forward to in this course are Project Management and Marketing in the 21st Century

BSC-HONS (INTERACTIVE MULTIMEDIA DESIGN)

University of Ulster | December 2017

I have recently graduated from University of Ulster with an undergraduate degree in Interactive Multimedia Design, with a year of industrial placement. This degree gave me an understanding of the role and scope of design within various aspects of computer-based interaction.

A-LEVEL

St Louis Grammar School | May 2013

A Level Religious Education, Health and Social Care and ICT (A,B,C) and AS Level Business Studies (D).

GCSE

St Louis Grammar School | May 2011

GCSE English, Maths and Double Award Science (A,B,CC) and 6 additional GCSEs grade B and above.

INTERESTS & HOBBIES



GAMING



PHOTOGRAPHY



TRAVEL



GAME OF THRONES

REFERENCES

HANNAH MOLONEY

R'town ARCHES Association

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STEVEN LEGGE

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