



OLIVER TURP

PERSONAL PROFILE

I am a genuine, intelligent, compassionate, person who is enthusiastic to learn. I have integrity and excellent work ethic, with a mature attitude and keen sense of humour which I use to put people at ease. I am ambitious and passionate about contributing to the development of innovative systems and solutions that will help people. I would like to look back on my career and say, "I have helped develop something that has improved the world and people's lives."

CONTACT ME AT

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ACHIEVEMENTS

-  2:1 Hons BEng Civil Engineering Degree
-  VTCT Level 5 Advanced Diploma Financial Trading
-  LinkedIn Skills - Top 5% In Excel and CSS

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FREELANCE WEB DEVELOPER AND DESIGNER

WORK EXPERIENCE

Grants & Programmes Intern

Carers Trust | July 22 - Sept 22

I supported the Grants and Programmes Team to increase their capacity through streamlining data and IT functions. I redesigned their SharePoint platform to improve the user experience of accessing funding and learning resources for colleagues and external partners.

- Creating a streamlined application design for the entire network to access resources, grants and other programmes.
- Design and Development of a SharePoint intranet system for network wide use.
- Initial data cleaning for close of financial year and Q1 quarterly reports, then subsequent analysis comparing to national averages.
- Report writing for quarterly grant summary.
- Research including into purchase pricing for grant items and aid for the cost-of-living crisis.
- Working alongside colleagues to inform business development with support of a strong base case analysis.
- Administrative support for event planning.
- Efficient working to tight deadlines.
- Assessing applications from unpaid carers to distribute essential funds. Then presenting recommendations to a decision making panel.

Assistant Manager

ShakeTastic | Aug 2021 - Present

I joined ShakeTastic to cover an outgoing manager. I trained quickly to learn the ins and outs of the business. I now oversee the day to day running of each shift as well as assisting the store manager in all the back office work

- Organising, supervising and training the customer service assistants to improve to customer experience
- Stock checking and labelling
- Health and Safety checks
- Food hygiene and store cleanliness checks
- Cashing up and daily bookkeeping
- Exceeding targets by maximising sales



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KEY SKILLS

- Team Management
- Communication
- Interpersonal
- Social Media
- Content Creation
- Computer Proficiency
- Data Analysis
- Research

TECHNICAL SKILLS

- Office 365 / Google Workspace
- HTML / CSS
- React / JS
- SQL / NoSQL

Department Leader

LIDL | Dec 2017 - Oct 2020

Sales Assistant

Card Factory | Nov 2016 - May 2017

Sales Assistant & Technical Advisor

Toys R Us | Dec 2015 - Jan 2016

Catering Assistant

Three Crowns Bushey | Jan 2015 - July 2015

EDUCATION

BEng Civil Engineering

University of Hertfordshire | 2018 - 2022

(including 1-year pandemic deferral) | *compensated via COVID absence policy

Graduated with Upper Second Class Honours in Civil Engineering and a specialisation in hydrology.

- Modules Year 3: Flood Management & River Engineering (1st), Individual Project (1st), Industry Group Design Project (2:1), Sustainable Engineering (2:1), Geotechnical Design (3rd), Advanced Structural Analysis & Design (*)
- Modules Year 2: Maths Modelling & Simulation (2:2), Soil Mechanics (2:1), Civil Engineering Materials (2:2), Hydrology (2:2), Building Management (3rd), Surveying (2:2), Structural Design (2:2), Structural Mechanics (*)
- Modules Year 1: Civil Engineering Construction (1st), Land Surveying (1st), Health and Safety (1st), Maths part 1 (1st), Maths part 2 (2:1), CAD (2:1), Structural Mechanics (2:1), Civil Engineering Practice (2:1), Construction Materials (2:1)

HOBBIES AND INTERESTS

Football

- I am extremely passionate towards football; specifically Arsenal FC
- I love the game, playing myself or coaching and even analysing it post-match.

Data Analysis

- I'm naturally a critical thinker. No matter the context whether it's working or playing video games, I'd always take the time to analyse every avenue first, often creating spreadsheets for fun

Personal Development

- I love learning new skills. I am currently learning skiing, windsurfing and React.js
- I take on new opportunities as a freelance web designer / developer in order to expand and hone my skills