

Leanne Mitten

Chilliwack, B.C. 
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Mitten Web Design 

I look forward to taking the skills I have learned at BCIT to build effective, functional, responsive web designs that meet client's specific business/personal needs with clean coding and modern design.

Skills

- HTML5, CSS3, JavaScript, jQuery, PHP, XML
BootStrap, WordPress, SEO optimization
- Modern Web Design
- Responsive Design
- Accessible Design
- Adobe - Photoshop, xD, Premiere Pro, After Effects, Audition, Media Encoder, PDF
- Microsoft Office – Word, Excel, PowerPoint
- Quick and adaptive learner
- Friendly with clients and co-workers
- Good communication and people skills
- Outgoing and energetic attitude
- Able to think and react quickly and appropriately in a variety of high-pressure situations
- Work well independently and in a team

Education

APRIL 2019 – PRESENT (CURRENTLY ENROLLED)

Web Technologies II - Certificate / B.C.I.T.

9 Courses including PHP, JavaScript, jQuery, jQuery Mobile, MySQL, XML, Responsive Web Design, Web & Mobile Analytics, and Modern Design. Certificate will be completed June 2020.

Web Technologies I - Associate Certificate / B.C.I.T.

Earned certificate With Distinction and an average grade of 92%. Completed 9 courses including: HTML5, CSS3, WordPress, BootStrap, Photoshop & Video editing.

SEPTEMBER 2005 – APRIL 2008

Associate of Arts: Criminology / Kwantlen University

Completed 19 courses including: youth criminal justice, psychological explanations of criminology, sociology, psychology, photography, English, and methods of research.

Work Experience

APRIL 2019 – PRESENT

Mitten Creative Web Design / Self Employed

- Independent contractor for other small web design companies and individuals.
- Assisted with implementation of design and customization in WordPress websites.
- Quickly and effectively handled requests for updates/changes to websites.

APRIL 2018 – PRESENT

House Cleaning Services / Self Employed

- Built and maintained a client base of 20+ clients for a part-time natural cleaning business.
- Used social media effectively to market myself.
- Able to communicate effectively with current and potential clients.
- Maintained good relationships with clients and their families, often without seeing each other face to face.
- Ensured the clients' needs, and wants, for their home are being met.
- I have learned that the little things can mean a lot to a client. Paying attention to the small and fine details.

JUNE 2008 – MARCH 2018

Customer Service Manager / Modus Retail Solutions

- Co-ordinate installation of Cart Anti-theft Protection Systems, Cart Push-out Theft Prevention Systems and Carttronics/Rocateq Systems with other trades and general contractors on job sites. Communicate with customers and the public.
- Develop site plans and determine best installation methods and materials based on customer needs, system ability, and site constraints. Handle bookkeeping of expenses and track hours.
- Train store staff and managers to use CAPS system.
- Systems administration

JUNE 2006 – APRIL 2008

Line Cook / The Boathouse

I was quickly trained to work in all areas of the kitchen and excelled at time management and quality control. I was also trained as kitchen manager for dinner services.

JULY 2004 – MAY 2006

Cashier & Supervisor / Nando's Chicken

I was the supervisor for the front of house staff as well as coordinating the kitchen staff to ensure quality and timing. I took care of dividing tips to employees, building the employee schedule, counting stocks, closing the store and final daily cash counts.

Activities & Volunteering

I enjoy sports and outdoor activities. I played competitive level softball for 5 years and have been playing slo-pitch on multiple teams for the last 11 years. I am an avid snowboarder, hiker, and beach comber.

I volunteer with the Chilliwack Animal Safe Haven once a week where I open the shelter for the evening shift and oversee other volunteers in completing their duties. I take care of feeding the cats, medications, general cleaning, closing, and locking the shelter for the night. I also volunteer with the SPCA (as well as other various rescues) to trap feral cats and kittens for the TNR (Trap Neuter Return) program. I coordinate with other volunteers to organize setting and checking of traps, transportation to and from the vet, and placement for adoptable cats/kittens.

I enjoy a variety of arts including painting, photography, and interior design. Reading, computers, and animals are also interests/hobbies of mine. I am a very active and outgoing individual.

References available upon request.