

SINÉAD MCIVOR

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EXPERIENCE

OCTOBER 2017 – CURRENT

MEDIA & TRAINING ADMINISTRATOR, RANDALSTOWN ARCHES ASSOCIATION

- Design, implementation and maintenance of company website
- Management of all social media channels - gained over 2k followers on Facebook alone
- Optimise content following SEO
- Analyse and report audience demographics
- Design a quarterly newsletter which is delivered online and to over 2000 homes
- Management of training courses and liaising with awarding bodies
- Lead role in organising projects and events set by Operations Manager and Board of Directors
- Deputise for the Operations Manager in her absence
- Attending related courses in my free time including First Aid, Autism Awareness, OCN Community Development and Deaf Awareness

SEPTEMBER 2015 – MAY 2016

JUNIOR WEB DEVELOPER, BIG PIXEL CREATIVE

- Assist the Lead Developer to develop and maintain existing client websites
- Create wireframes
- Create mock-ups
- Graphic design
- Constructing user guides and documentation
- Providing user-end support
- Troubleshooting
- Brand redesigns
- Website analysis
- Articulating ideas both verbally and on screen

MAY 2013 – OCTOBER 2017

CUSTOMER ADVISOR, SPAR

- Handling money
- Goal oriented focus
- Checking identification and confirm it meets legal requirements
- Providing a high standard of customer service daily
- Deputising for Post Office clerk in their absence

QUALIFICATIONS

MAY 2020

PROFESSIONAL DIPLOMA IN UX DESIGN, UX DESIGN INSTITUTE

- Gained a greater understanding of the full UX design process whilst undertaking my own projects
- Covered topics such as UX principles, user research, analysis frameworks, interaction design, prototyping and wireframing.

MARCH 2018

LEVEL II COMMUNITY DEVELOPMENT OCN - NORTHERN IRELAND

- Attended in my free time to support current working role
- To understand political and civic structures available to support communities, understand the role and responsibilities of public bodies in supporting communities and to understand collaborative and partnership working.

DECEMBER 2017

BSC (HONS) INTERACTIVE MULTIMEDIA DESIGN, ULSTER UNIVERSITY

- Through studying this degree, I constantly developed my skills within the realm of web design and development.
- I implemented many different technologies, in both solo projects as well as team-based exercises.
- Undertook a year of industrial placement at Big Pixel Creative.

DECEMBER 2015

DIPLOMA IN PHOTOGRAPHY, NCFE - SHAW ACADEMY

- Understanding lens types
- Understand each camera mode in detail
- The importance of lighting and how to work with natural light
- Control depth of field with apertures and learn shutter speeds for dynamic movement
- Learn composition rules and guidelines

AUGUST 2013

A LEVEL, ST. LOUIS GRAMMAR SCHOOL

- Religious Education - A
- Health and Social Care - B
- ICT – C
- AS Level Business Studies - D

AUGUST 2011

GCSE, ST LOUIS GRAMMAR SCHOOL

- 10 GCSEs A-C including mathematics and English language

SKILLS

- Teamwork
- Creativity
- Flexibility
- Time Management
- Self-Motivation
- Good knowledge of UI and UX design principles and ability to apply them to my work
- Ability to create annotated wireframes
- Web Development Skills
- InVision Studio
- Figma
- UXPressia
- Adobe Creative Suite
- Creation of medium or high-fidelity prototypes
- Conceptual thinking and ideation