

CURRICULUM VITAE

With a solid background in client service and pension administration, I am now fully committed to transitioning into a developer role. Programming has always been a passion of mine, and I am seizing the opportunity to turn that passion into a meaningful career. To make this shift, I recently graduated from a coding traineeship as a full-stack developer, successfully delivering two real-world projects to exacting specifications using a wide range of programming languages. My career has equipped me with strong technical and customer service skills, which I am eager to leverage in a new, challenging development role. I am highly motivated to gain commercial experience in the industry and am dedicated to building a long-term career as a developer.

PERSONAL DETAILS

NAME: Aidan Fleming

RESIDES: Bristol

TRANSPORT: Provisional licence

LANGUAGES: English

RIGHT TO WORK: British Citizen

CONTACT DETAILS: (M) 07982 927479
(E) aidan_fleming@hotmail.com
(W) <https://aidanfleming.co.uk/>
(GH) <https://github.com/Aidan-Fleming/> (please email to request access)
(LI) <https://www.linkedin.com/in/aidan-fleming-1241252a1/>

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://aidanfleming.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:

Dec 2024- Present

POSITION HELD:

LESER

Sales Administrator

- Process customer purchase orders and sales order entries accurately.
- Provide customers with order status updates and delivery information.
- Handle incoming emails and phone calls professionally, ensuring timely responses.
- Manage after-sales support and assist in resolving quality issues with the German team.
- Update and maintain records in the Epicor system.
- Coordinate shipments from Germany, tracking deliveries and resolving logistics issues with freight forwarders.
- Assist the project department with documentation and administrative tasks.

May 2022 – Jan 2024

POSITION HELD:

XPS Group

Pension Administrator (Apprentice)

- Made/received incoming calls from clients and external businesses
- Drafted and replied to any emails from clients and external businesses
- Updated member personal details
- In control of several scheme-specific emails
- Scanned, printed, franked and issued all the post within the office
- Handled both Defined Contribution and Defined Benefit schemes, all occupational pension schemes
- Completed the whole process of a transfer, retirement and fund switches for DC schemes
- Completed the whole process of a transfer, retirement and all manual calculations required for DB schemes
- Frequent use of Word documents for correspondence such as letters
- Created spreadsheets to aid in work e.g., formulas to help with calculations, linking spreadsheet with data to word docs for bulk correspondence
- Worked within flexible working environment, team changes, several office changes and systems changes
- Worked within strict deadlines due to Pension Regulations
- Worked from home and within the office
- Handled personal data of members, and the security that came with protecting the data

Mar 2019 – Mar 2020

POSITION HELD:

Sunlight Futures

Junior Assistant Designer (Apprentice)

- Manned incoming calls, to business and individuals
- Replied to emails, to business and individuals
- Dealt with deliveries
- Created 3D models of buildings
- Created quotes for customers, which were 3-8-page documents explaining the details of the installation from the placement of equipment, to brands used, to finance structure of the price

EDUCATION:

2022 – 2023

XPS Group Apprenticeship

Award in Pension Essentials
CPC Leavers 1 and 2

2015 – 2018

St Brendan's Sixth Form

OCR Level 3 IT (*Grade: Distinction**)
OCR Level 3 Business (*Grade: Distinction**)
OCR Level 2 IT (*Grade: Distinction*)
A-Level Use of Maths (*Grade: C*)

2010 – 2015

St Bernadette Catholic Secondary School

Eight GCSEs (*Grade: B – C*)