

## CURRICULUM VITAE

I come from a background as an administrative officer for the Home Office, where I was able to develop my organisation, communication and customer service skills. However, I have always been interested in development and I am now looking to establish a career in the industry. This interest has led me to recently graduate from a coding Traineeship as a full stack developer including completing 2 real-world projects successfully to specification using a wide range of programming languages. I am a hardworking and loyal employee with excellent problem-solving skills and a drive to succeed. I am confident that I will make a valuable addition to your development team.

### PERSONAL DETAILS

**NAME:** Andrew Glynn

**RESIDES:** Liverpool

**DRIVING LICENCE:** Full UK driving licence

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### 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
- Java, Python, C#, Node.js
- Command Line Git, GitHub
- Remote API access
- Bootstrap, Redux, Leaflet, PostgreSQL, MariaDB

I have recently passed my **Microsoft 98-383: Introduction to Programming Using HTML and CSS**. More information on this certification can be found at: <https://docs.microsoft.com/en-us/learn/certifications/exams/98-383>

### DEVELOPMENT EXPERIENCE:

Below are the two briefs of development projects I completed with IT Career Switch which can be found in my bio: <https://www.apglynn.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 2022 – Present**

**POSITION HELD:**

**Home Office**

**Administrative Officer (Visa Hub)**

- Checked all relevant databases to ensure all mandated security requirements for each applicant had been met
- Verified that applicants' details matched those on their identity documents and requested further checks on any uncovered aliases
- Updated case management system to match correct entry clearance details and uploaded supporting evidence
- Contacted applicant to confirm receipt of application
- Kept up to date with criteria and guidelines to ensure all security checks were performed as required and cases processed correctly

**Apr 2021 – Dec 2022**

**POSITION HELD:**

**Home Office**

**Administrative Officer (Lost Documents Team)**

- Processed incoming queries to establish whether an investigation was required
- Traced last known location of documents via case management systems/databases, liaising with other teams and conducting manual searches where necessary
- Communicated outcomes with applicants, advising them of next steps and forwarding recovered items when possible
- Wrote reports for management
- Verified with applicants by email what documents were sent in whenever post arrived damaged

**Sep 2019 – Mar 2021**

**POSITION HELD:**

**Home Office**

**Administrative Officer (Caseworker)**

- Decided immigration cases
- Verified sufficient evidence had been provided to satisfy criteria and all documents were genuine
- Verified applicant details matched those on the ID documents and further checks were run on any aliases
- Communicated with applicants by telephone and email, to explain what evidence was still required and what sort of documents would be accepted
- Kept up to date with sometimes rapidly changing criteria and guidelines

**Dec 2015 – Aug 2019**

**POSITION HELD:**

**Home Office**

**Administrative Officer (Secure Handling Area)**

- Printed visas for successful applicants
- Verified applicant addresses and despatched documents
- Maintained business critical PCs and printers, installing upgrades/parts
- Trained new team members and provided ongoing assistance
- Acting line manager - dealt with problems/queries, provided daily reports for management

**Mar 2013 – Nov 2015**

**Home Office**

|                            |  |
|----------------------------|--|
| <b>POSITION HELD:</b>      | <b>Executive Officer (Caseworker)</b>  |
|                            | <ul style="list-style-type: none"> <li>Decided immigration cases</li> <li>Verified sufficient evidence had been provided to satisfy criteria and all documents were genuine</li> <li>Verified applicant details matched those on the ID documents and further checks were run on any aliases</li> <li>Prepared letters, documents and court bundles for any applications that had been refused</li> <li>Kept up to date with sometimes rapidly changing criteria and guidelines</li> </ul> |
| <b>Jan 2012 – Feb 2013</b> | <b>Tenpin Leisure Centre</b>   |
| <b>POSITION HELD:</b>      | <b>Technician</b>  |
|                            | <ul style="list-style-type: none"> <li>Maintained lanes and pin setting machines</li> <li>Performed on the spot fixes and repairs</li> <li>Performed regular system checks and replaced worn parts to prevent future problems</li> <li>Documented all scheduled and ad hoc repairs</li> <li>Ordered and maintained inventory of tools, parts and equipment</li> </ul>  |
| <b>Oct 2009 – Dec 2011</b> | <b>Tenpin Leisure Centre</b>   |
| <b>POSITION HELD:</b>      | <b>Customer Service Assistant</b>  |
|                            | <ul style="list-style-type: none"> <li>Served customers in diner, reception, bar</li> <li>Engaged with customers, making sure they were aware of all services and current offers</li> <li>Ensured all health and safety requirements were met and documented</li> <li>Trained new staff across all departments</li> </ul>  |
| <b>Jan 2000 – Sep 2006</b> | <b>David Scholes Solicitors</b>  |
| <b>POSITION HELD:</b>      | <b>Legal Assistant</b>   |
| <b><u>EDUCATION:</u></b>   |  |
| <b>2010 – 2012</b>         | <b>Liverpool Community College</b><br>A-Level French ( <i>Grade: B</i> )   |
| <b>2009 – 2011</b>         | <b>University of Liverpool</b><br>MA Politics and Mass Media   |
| <b>2006 – 2009</b>         | <b>Liverpool John Moores University</b><br>BA (Hons) Politics ( <i>Grade: 2:1</i> )  |
| <b>1997 – 1999</b>         | <b>University of Liverpool</b><br>BA Ancient History and Archaeology (incomplete)  |
| <b>1993 – 1997</b>         | <b>Maricourt High School</b><br>Four A-Levels ( <i>Grade: B – E</i> )<br>Eight GCSEs ( <i>Grade: A – C</i> )   |