



Amanda Matthews

Project Manager, Designer and Junior Developer

Contact

Location: Grantham, Lincs

Tel: 07912 974233

Web:<http://almatthews.co.uk>

Email:amanda@almatthews.co.uk

About Me

I'm a passionate, highly motivated individual with over 8 years of experience project managing, designing and developing websites within the education sector. I have also managed large and small teams to produce successful outcomes.

My last role being specifically focused on project management I was able to develop on strategic thinking and problem solving skills to help support the business in a rapidly changing market. I was also able to improve upon coaching and empowering teams to develop themselves further. I want to further these skills and other skills into a product owner or project manager role.

Work Experience

PrimarySite Limited

Specialist Project Manager

2020 - 2021

Responsible for several change projects and developments to help ease a rapidly changing market within the school sector. As part of this role my key responsibilities were

- To create a product vision based on stakeholders and customer requirements and portray that vision to the development team and to internal customers.
- Using proven techniques including user stories, mockups and feedback to help the development team and focus what is in scope and outside of scope.
- Producing and maintaining a project plan based on feedback from the development team that achieves the signed off criteria and sharing this with the customer.
- Work with the development team and UX designers to achieve the product vision.
- Producing technical documentation and offering relevant training to all affected departments.
- Ensuring effective communication between stakeholders to keep them informed on project status.
- Developing, prioritising and grooming a backlog of tasks associated with a project
- Creating and contributing towards a roadmap of improvements and changes.
- Being a champion for the final product and representing the customer through feedback and statistics.

Technical Production Manager

2016 - 2020

My role as Technical Manager required me to manage three different teams made up of designers, developers and technical support. I worked closely with the customer services manager and together we managed the operations department.

- Developing a design and development library for reusable elements.
- Helping support customers after the completion of their website.
- Working with the Product Development team to highlight bugs and prioritise their place in the backlog.
- Coaching and enabling team members to develop and grow within their role.
- Recruiting for new team members.
- Developing my own developer, designer and project management skills as well as gaining new user experience skills.

Production Manager

2014 - 2016

As the Production Manager I was responsible for 19 staff members broken down into three teams, project managers, graphic designers and website builders. As part of the department structure there was also a group of 10 freelancers made up of designers, builders and content editors. Other key highlights are

- Reimagining the website design process, changing from 980px restriction to full width.
- Learning the process working with teams to reduce a launch time down from 20 weeks to 12 weeks.
- Working closely with other managers to help deliver company targets.

Graphical Teamleader

2013 - 2014

As Graphical Team leader I was responsible for creating and implementing new designer guidelines to help streamline the freelancer process. I actively encouraged and supported other team members in training and developing and I helped to create the new responsive design build template for the company.



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Junior Technical Support Assistant

2012 - 2013

As a Junior Technical Support Assistant I worked with other members of the support team to learn new skills required for the role, I supported with the graphical and animation tasks and I supported customers after the launch of their websites.

Brakes Foodservice

Various Roles

2002 - 2012

I had two main roles whilst working at brakes foodservice. Warehouse Operative whilst studying for my HND and BA, I worked on the afternoon shift picking product to order and loading vehicles working within a loading team. Then as an Admin Assistant checking in loads, working with the inbound team and general administration.

Education

DeMontfort University

2.2 BA (hons) Graphic Design 2006 - 2007

Grantham College

HND Graphic Design 2004 - 2006

BTEC ND Graphic Design 2002 - 2004

Walton Girls High School

10 GCSEs, grade A - C 1997 - 2002

Skills

Advanced

HTML CSS Photoshop Illustrator Microsoft Office

Intermediate

Management Project Management SASS LEAN Codepen UI UX
Problem Solving Strategic Thinking Accessibility GitHub

Experience with

Javascript AWS Django Python Wagtail Heroku DNS GCP Node

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