Diego Perna

London UK

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EDUCATION AND IT TRAINING

Nov 2021 – Mar 2022
Just IT Training Ltd, London
Digital Skills Bootcamp: Software Development
A twelve-week intensive Bootcamp covering the fundamentals of Web and Software development.

Mar 2020 – May 2020
IT Career Swap Ltd, London
IT Technician Course
- CompTIA A + 1001&1002

Jan 2016 – Feb 2016
Newpeople Team S.r.l., Milan (Italy)
- Designing, developing, and managing websites using WordPress, as well as relative themes and plugins.
- Html, CSS and basics of JavaScript
- Adobe Creative Suite (Photoshop, Illustrator, InDesign, Dreamweaver, Muse.

Feb 2009 – Apr 2009
AICA (Information Technology Association) - Italy
I.T. Theory, Software MS Windows, MS Office, Internet Explorer
ECDL (European Computer Driving Licence)

IT SKILLS

Software Development Skills: *Python, MySQL*

Web Technology: *HTML, CSS, Bootstrap, JavaScript*

EMPLOYMENT HISTORY

March 2020 – December 2021   FREELANCE
                                 GRAPHIC DESIGNER
- Organised the execution of multiple projects from different clients in a timely and efficient manner, with continuous changes requested by the clients and close deadlines.
- Managed to satisfy the clients while staying in line with the business objectives.
- Collaborated with the clients and the intermediaries using different means of communication and three different languages.
- Worked together with collaborators and intermediaries by efficiently sharing responsibilities and tasks.
- Constantly adapted project requirements and deadlines to align with evolving client needs, often working holidays and overtime.
- Solved challenges caused by the project guidelines in creative and effective ways.

March 2016 – February 2020   BACIO MILANO S.R.L., Monza - Italy
                                   GRAPHIC DESIGNER / I.T. SUPPORT / OFFICE CLERK
- Took care of graphic design projects, I.T. support and administrative needs, ensuring high quality of work and respect of deadlines.
- Kept good relations with customers and suppliers, communicating in person, by phone calls and by message or e-mails using three different languages.
- Took care of both verbal and written communications with customers and suppliers.
- Worked with colleagues and managers of different nationalities and cultures, always striving together to reach a common objective.
- Constantly worked overtime and on holidays to meet the needs of the business and the customers.
- Had to troubleshoot and solve issues with the company's hardware, software and network. I also had to solve business administration and graphic design projects issues.

September 2015 – February 2016   FREELANCE
                                   ITALIAN – ENGLISH TRANSLATOR
- Organised the execution and delivery of projects in an efficient and timely manner.
- Kept good relations with customers and intermediaries.
- Had to constantly communicate with customers and intermediaries in different languages by written means.
- Worked together with intermediaries to reach the project objectives.
- Worked on projects in fields of translation in which I wasn't completely confident, by executing the appropriate research.
- Solved issues caused by the translation of documents in specific fields and specific contexts.

INTERESTS AND ACHIEVEMENTS

Computing: I spent my time in a small business experimenting with the management of the computers, the company network and the software used. I solved all kinds of issues in the computer software, the server and the network applying personalized solutions and constantly improving the functioning of the I.T. system overall.
I also attended an I.T. Technician course and got a CompTIA A+ Certification and a 3-month Software Development Bootcamp.

Hobbies: Swimming, running, playing the guitar

References available upon request