

Christopher Allan

Website Manager and Developer

I am a talented, results-producing web and administration all-rounder. I also have many years of front line customer service experience through my own freelancing and via working for a large company. As well as designing and managing websites for clients, I support them with their overall digital marketing efforts including social media strategy, content writing, social media management and online advertising. In the last few years I have been caring for a relative and therefore have not been seeking new businesses to work with. As this relative has now passed away, I am now seeking a role that would match my skills whilst retaining my current clients.

Experience

2012+ Website Developer & Manager

Freelance (chrisallan.net), Dalrymple

Freelance design, management, maintenance and technical support for approximately 60 companies throughout the UK (12 currently on management package). Management activities include updating websites with news and new content on a regular basis.

1999-2012 Customer Services Administrator

Indigo Lighthouse, Glasgow

Created and managed company intranet. Answered customer service queries via email, letter and telephone including complaint resolution and other general administration. Created and developed customer email reply system and templates. Microsoft Office support officer for customer services department.

1994-1999 Manager

Elliots Café Bar, Ayr

Licencee and manager of a busy town centre bar. Duties included personnel management, stock taking and simple accounting.

Education

1996 Ayr College

HND in the Social Sciences.

1994 Ayr College

Higher English, History and Modern Studies.

1991 Belmont Academy

Standard Grade English, Maths and Biology. Ordinary Grade History, Modern Studies and Physics.

Other Education

2015 Shaw Academy

Diploma in Digital Marketing.

2014 SO ME Academy

Certificate in Social Media Marketing.



Call Me:

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Find Me:

2 Viaduct View, Dalrymple
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Skills

- Web Design
- Website Management
- Adobe Photoshop
- Data Mining and Visualisation
- Camtasia Studio
- Microsoft Office
- Digital Marketing
- Social Media

Languages

100%

English

References

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