



# Euan Mitchell



## ADDRESS

392 Perth Road  
Dundee  
DD2 1EN



## PHONE

07972534456



## EMAIL

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## WEBSITE

euanm.com

## EXPERIENCE

November 2016 – Present

### Administrative Officer • Department for Work and Pensions

I perform an important administrative role, ranging from identifying possible fraud and mis-payments, to dealing directly with customers and their legal representatives.

I work as part of a team to implement efficient workflows whilst maximizing accuracy, ensuring an excellent service for our customers.

- Supported team members by writing and updating guidance documents detailing correct working processes.
- Improved workflow and saved time and money for the department by designing and implementing software systems using VBA to automate processes.

October 2012 – November 2016

### Sales Assistant • Morrison's

Worked in retail, dealing directly with customers and providing excellent customer service. This position also involved opening and closing the store, as well as ensuring the relevant laws and regulations were adhered to with regards to the sale of petroleum products.

### Freelance Design


I have been involved in several freelance design projects. From creating and selling 3d models online, participating in free fan projects like "Fistful of Frags" or the 'Insurgency' modding community, creating 3d virtual environments for a VR company and designing playing cards and materials for a local 'megagame' called "Rebel Country"



# Euan Mitchell

 **Communication Skills**


 **Reliable**

 **Flexible**

 **Hard Working**

 **Professional**


 **Fast Learner**

 **Computer Skills**

 **Graphic Design**

 **3d Modelling**

 **Creative**

 **VBA Programming**

 **Web Design**

## EDUCATION

### Abertay University, Dundee

DipHe, Computer Arts

Modules included: Visual Literacy, 3d Production Design, Digital Media Context

### St. Ninian's High School, Glasgow

Highers, 2007-2008

Maths, English, Physics, History, Computing, Art & Design, Music

## SKILLS

- Strong Computer Skills, including typing and use of office programs like word and excel, with a typing speed over 80 wpm.
- Excellent technical knowledge of computers and software
- Experience with frontend web technologies such as HTML, CSS and JavaScript (including JQuery)
- Excellent knowledge of VBA and office automation
- Graphic design expertise, including Photoshop, vector graphics and 3d software
- Customer service skills, including retail experience and dealing with vulnerable or older customers.
- Strong administrative skills and attention to detail