

Ms Lefke Kerr – Curriculum Vitae

Personal Profile

- I am looking for a position in a creative and innovative development environment, where I can continue to build on my information architecture and usability skills.
- I am adaptable, with good problem solving, analytical and organisational skills.
- I am thorough, sociable, creative and practical; working well as part of a team.

Experience / Specialisms

- Information architecture, sitemapping and wireframing with MS Visio, interactive design specifications, project documentation, user research, user guides.
- Primary research, analysis, MS Access querying, magazine analytical feature writing, bespoke client data queries, internal and external service team communication.
- Production role, assisting producers, project managers and team leads through a project life-cycle.
- Project scheduling, tracking, resource tracking.
- First point of contact, client liaison, team support.

Achievements

- Completion of phase one information architecture and interactive design specification for the redevelopment of the Containerisation International (CI), subscription only, data and analysis web portal.
- Over three years experience of feature writing on world containership fleet trends for CI magazine.
- Development and documentation of information architecture for over seven web projects, a combination of independent and team efforts.
- Successful project management of Film Education's telephone booking system development.
- User documentation for three customised Plone content management system implementations.
- Successful support in implementation of ISO 9001 project documentation system and accreditation; conducted successful internal ISO 9001 audit.
- Reorganised, rebuilt and maintained Getfrank's intranet and client project extranets, using XHTML, CSS and SSI
- Database construction in MS Access to track and analyse solicitor usage and usage of EAR's information services.

Career History

- 02/2006 – Present: Permanent researcher - Containerisation International (CI), Informa, London
A monthly magazine, online news, data and analysis service focussing on businesses and trends in the container shipping industry, targeting shippers.
- 08/2005 – 02/2006: Six month contract researcher for awards shortlists - Containerisation International (CI), Informa, London
- July 2005: Freelance information architect, Scream Out Loud, Brighton
New media agency specialising in interactive projects aimed at children.
- 11/2004 – 03/2005: Floating admin & book-keeping, Brighton Media Centre, Brighton
Provider of serviced office space and business services for small media businesses.
- 10/2003 – 11/2004: Interactive designer, Getfrank Ltd, Brighton
New media agency, specialising in websites and Plone (open-source platform) content management systems.
- 10/2002 – 10/2003: Administration & Production assistant, Getfrank Ltd, Brighton
- 09/2000 - 09/2001: Ad-hoc admin support & Telephone advisor trainee, Employee Advisory Resource (EAR), Uxbridge

Employee Assistance Program (EAP) service provider.

Education and Qualifications

- Lancaster University (2000 – 2002) – BSc Ecology
- Bishopshalt School, Hillingdon (1998 – 2000)
- Whitmore High School, Harrow (1993 – 1997)

Personal development studies

- Birkbeck University (2006 – 2008) – Beginners Japanese, JLPT4
- London College of Fashion (2008) – Pattern Cutting & Fitting 1, evening classes
- Metanoia Institute (2009) – Person-centred counselling, 2 day introductory weekend workshop

Other Interests

- Japanese.
- Art, painting, craft & practical arts.
- Dance.
- Literature, reading & creative writing.
- Humanistic therapy, specifically Client-centred therapy developed by Carl Rogers.