

Curriculum Vitae: Grant Milestone

Biographical Information

Name: Grant Milestone **URL:** www.grantmilestone.com
Date of Birth: 04/08/82 **Email:** info@grantmilestone.com

Personal Statement

I am a PRINCE2 qualified and award winning Project Manager with all-round Web Designer & Developer skills. I have gained a First Class BSc (Hons) Multimedia degree and over four & half years of experience working for leading digital industry agencies including [Lightmaker Tunbridge Wells Ltd](#). Subsequently, I am able to plan & prioritise tasks, meet tight deadlines, achieve targets and work efficiently both in a team and independently.

I am highly motivated & enthusiastic towards all things digital and keen to pioneer innovative eCommerce and SEO-focused developments. I have a strong work ethic, an excellent eye for detail and dedicated to delivering results of the highest standard.

Employment History

2005-present Project Manager, Lightmaker Tunbridge Wells Ltd

Company URL: <http://www.lightmaker.com>

Responsibilities & Achievements:

- Project Management – Assure quality of outbound projects, requirement capture and documentation, updating of project administration (project planning, scoping and strategizing), management of medium/large projects;
- Team Management – Briefing, organising and motivating teams towards a common goal;
- Working with high profile clients including Royal Bank of Scotland (RBS), IPC Media, Electronic Arts, The FA, Nickelodeon, COI, Lawn Tennis Association, Oftsed and Emap
- Won an IMA Outstanding Achievement Award for Drivers Republic
- Managed a large number of websites including:

<http://www.look.co.uk>

<http://www.drivers-republic.com>

<http://www.ipcadvertising.com>

<http://www.optegraeyecare.com>

<http://www.innovator-capital.com>

<http://www.makoglobal.com>

<http://www.thefa.com/umbrofives>

<http://www.nick.co.uk>

<http://raceagainstglobalpoverty.direct.gov.uk>

<http://www.rights4me.org>

email: info@grantmilestone.com
web: <http://www.grantmilestone.com>
twitter: <http://twitter.com/grantmilestone>
linkedin: <http://www.linkedin.com/in/grantmilestone>

Employment History (continued)

2003-2004 **Web Developer, Walker Hall Associates (*Sandwich Year Placement*)**

Responsibilities & Achievements:

- The placement involved working in a highly motivated team, developing IT and Marketing-based solutions including websites, multimedia & CD-ROM production, corporate identities, training and E-learning;
- Acquired and developed technical skills including ASP, Microsoft Access Databases, CSS, Content Management Systems (CMS);
- Took an active role in the interview process of candidates;
- Received several outstanding testimonials from clients;

2003 **Product Developer, The bgroup Ltd (*Summer STEP Placement*)**

Company URL: <http://www.thebgroup.co.uk>

Responsibilities & Achievements:

- Developed an Email Newsletter Management Application which enabled users with limited technical knowledge to easily administrate daily newsletters and a database of subscribers;
- Worked with clients and other interested stakeholders;
- Developed technical skills including PHP & MySQL;
- Developed presentation skills during the finals of the STEP awards.

Skills

Technical:

- XHTML, CSS, ASP, PHP, MySQL, ActionScript, Lingo, XML, JavaScript, VBScript, SQL Server, Ajax (Mootools & jQuery)
- Aware of the latest SEO trends including friendly URLs, content tagging, link baiting, viral marketing, social bookmarking and dispersal of compelling content via blogs, social networking & news sites
- Proficiency with Windows and Mac environments
- Other essential software skills include Microsoft Office, Visio and Project

Creative:

I have a thorough understanding of Adobe CS4 including Dreamweaver, Fireworks, Photoshop, Flash, Illustrator, Premiere, After Effects, Encore and Acrobat

Interpersonal skills:

I possess the following personal attributes:

- Highly motivated & determined, enthusiastic and passionate
- Meticulous & thorough, excellent attention to detail, innovative and imaginative
- Dependable team member, good organiser, reliable and punctual

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Education & Qualifications

2001-2005 University of Teesside, First Class BSc (Hons) Multimedia Degree

Modules included Business Online, Advanced WWW, Multimedia Group Project, Advanced Multimedia Authoring, Database Systems and Visual Programming

2004 Additional Qualifications

- NCFE – Introduction to Photography
- Chartered Institute of Marketing - Certificate in Marketing
- European Computer Driving License (ECDL) - Advanced Databases
- City and Guilds 730/7 – Further & Adult Education Teaching Certificate

Awards

2008 Drivers Republic, Interactive Media Awards (IMA)

Outstanding Achievement Award Winner in Automotive category

<http://www.interactivemediaawards.com/winners/certificate.asp?param=61354&cat=1>

Hobbies, Interests & Inspiration

I enjoy travelling, sport and creative expression through Photography & Design. Additional relaxing activities include listening to music, watching films and socialising with a large circle of valued friends.

Websites of inspiration:

<http://www.gettheglass.com>

<http://www.jason-brooks.com>

<http://www.istockphoto.com>

<http://www.fullyillustrated.com>

<http://www.sitepoint.com>

<http://www.dyson.co.uk>

<http://www.thefwa.com>

<http://www.adampolselli.com>

<http://www.photobox.co.uk>

<http://www.lorisarts.com>

<http://www.flashkit.com>

<http://www.amazon.co.uk>

References

References available on request