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Date of Birth 22/03/1989

Nationality: British

Driving Licence: Full/Clean

Overview

I have over 4 years digital delivery experience, on both client side and agency working on a number of exciting projects. During my career I have worked within several roles that have allowed me to work with a range of digital media including web, social media, video production, design and print. This along with an in-depth knowledge of SEO has provided a huge grounding within digital marketing and delivery. As a project manager I rely on my experience of digital marketing, passion of web technology and business acumen to deliver for clients. I have been lucky enough to work on some exciting projects and with some very talented people. I'm a self-starter who never stops learning so that I can push myself and those around me.

Education and Qualifications

BSc (Hons) Business Information Technology (1st Class Honours)
University of Salford, Greater Manchester

2008-2012

- Project Management
- Dynamic Web Development
- Search Engine Optimisation
- Multimedia Development
- eCommerce
- Advanced Web Design
- Programming (PHP)
- Understanding Systems with Analysis and Design

Pendleton College
Pendleton, Greater Manchester

2005-2008

GCE A Level: Applied ICT (AB)

GCE AS Level: Geography (D)

Irlam and Cadishead Community High School
Irlam, Greater Manchester

2000-2005

GCSEs: (9 Subjects 9B's & 2C's) including English, Maths, Science and ICT

Additional Qualifications

- Licentiate Award in Business Information Technology, City and Guilds (LCGI)
- Prince2 Foundation and Practitioner

IT Skills

Web / Project Specific

JIRA, Basecamp, MS Project, Axure, GitHub, Assembla

Office

Word, Excel, PowerPoint, Access

Employment

Fast Web Media

Digital Project Manager

July 2013 - Present

- Working within (and encouraging) an Agile / Scrum environment to deliver project requirements both on time and to a high standard.
- Consistently rely on a broad understanding of technology to specify solutions for client briefs and unsaid needs, which deliver business benefits. This often involves managing multiple concurrent projects at various stages.
- Experienced working with cross-functional teams including offshore outsourcing, during all phases of the project.

- Produce a range of project documentation from detailed technical specification to client reporting.
- Strong stakeholder engagement managing multiple internal and external relationships to align requirements and deliverables with the brief.
- Experienced in creating responsive wireframes while working alongside UX/UI designers, helping the company become recognised as the usability experts among other agencies in the eyes of clients.
- Good track record of managing costs, scope creep and time both before and during the project to within agreed levels.
- Capable of keeping a calm head when a project isn't going to plan and able to reevaluate the situation before developing a clear plan forward.

11 out of 10

Search Marketing Assistant

May 2012 – July 2013

- Formulating bespoke offsite strategies to improve clients' search engine rankings.
- Highly analytical and methodical approach to work ensuring all best practice onsite SEO guidelines are followed and documented.
- Writing monthly reports for clients on performance, both developing and communicating the strategy for the future.
- Working with development team to implement new features and changes.
- Developed good communication skills derived from link building activities and having to outreach and build relationships with people in order to gain links.
- Continuous learning and keeping up with new developments within SEO to take advantage of new techniques and react to changes to search engines.
- Built many good relationships with clients while also managing expectations.

University of Salford Students' Union

Digital Media Co-ordinator

Aug 2010 - Jun 2011

- Assisted the marketing manager with the planning of all digital marketing activity.
- Responsible for and maintained the Student's Union website.
- Coordinated all social media activity and gained over 600% increase in followers for Facebook and Twitter.
- Produced regular copy for website using search engine optimisation practices.
- Created new template designs for the website after user interface evaluation and over saw the implementation of recommendations with the external website agency.
- Monitored and reported on website traffic, with recommendations for improvement.
- Produced on and offline marketing material using computer graphic skills, including weekly video blogs.
- Managed multiple campaigns with varied demands during busy times of the academic year.

Tesco

Team Leader

May 2008 - Feb 2010

- Assisted managing a department of 12 people.
- Organised overtime based on the departments allowance and when it was most needed.
- Been responsible for the Waste/Reduction budget, which had gone from worst to best in the group.
- Communicated with staff and other managers to coordinate my staff's resources both within my department and across other departments.
- Provided training for staff in legal procedures and best working practices.
- Actively ensured everyone is keeping to legal procedures and best working practices.
- Successfully managed the department on occasions when we had visits from Directors when my manager was off.

Tesco

General Assistant

Mar 2006 - May 2008

- Carried out Reduction/Waste routines.
- Solved customer's queries.
- Refilled and rotated stock.

Activities and Interests

- A keen rower and part of the Agecroft boat club training most weekdays and weekends. This requires a lot of commitment, discipline and teamwork but is also very rewarding.
- Also has a strong interest in cycling both as a commuter and weekend road cyclist when not rowing. .

Referees

Available on Request