DANIEL HOBBS

[Contact me by clicking here]

Technical Creative and Operations Professional with extensive experience managing full-stack digital development, systems administration, and complex workflows. Adaptable and collaborative, I excel at delivering secure server infrastructure, 3D multimedia assets, and database integrations alongside maintaining rigorous regulatory compliance. My passion for technology began in childhood when I built my first IBM computer running DOS, sparking a lifelong drive to explore both technical and creative digital spaces. Known for a positive, customer-focused approach and strong interpersonal skills, I thrive in fast-paced environments, continuously learning, exceeding targets, and bringing innovative solutions to every team.

WORK EXPERIENCE

Admissions and Course Coordinator

University of Sussex - Brighton and Hove

February 2015 to May 2026

In this role, I act as the operational backbone for the Education & Social Work Department. I manage complex workflows for applicant verification (DBS checks / References) and large-scale interview pipelines, ensuring strict adherence to GDPR and DfE regulations. It requires a balance of diplomatic stakeholder management and rigorous attention to data accuracy.

My key responsibilities include;

- Providing administrative support for student open days, local recruitment events and student interview days.
- Acting as an compliance officer to ensure all students have submitted the correct paperwork and meet the eligibility requirements set by the University & UK Gov.
- Including doing DBS compliance, verification and processing for all candidates accepted onto the course.
- Liaise with tutors in regards to new applications and inviting candidates to appropriate interview dates and rescheduling dates when necessary.
- Maintaining the upcoming interviews and incoming applications for all subjects within the PGCE.
- Always providing prompt, efficient and responsive service to both external customers (e.g. applicants and providers) and internally (academic colleagues, professional services colleagues and the various schools & departments.)
- Assisting with admissions and queries in regards to other courses loosely related to the PGCE, such as Pedagogy and Practice PGCE and QTS Assessment Only routes.
- In addition to my key responsibilities, my other duties include; Providing consistently high level of customer service.
- Dealing effectively with enquiries from staff, students and visitors, no matter which course they are interested in. Maintain, publish and distribute course outlines with reading lists and assist with the editing of the handbooks and the website.
- Arranging and supporting any relevant meetings.
- Dealing with difficult situations, such as complaints and distressed students. Ensuring all issues are resolved in a professional and understanding manner.
- Raise, process and keep track of purchase orders and invoices. Supporting initiatives that promote student experience.

Full stack creative

Various/Freelance

2018 to 2025

With a love for all things digital and unique, I was lucky enough to be building computers since the IBM and DOS days. This is a passion and interest I have taken with me throughout life and constantly developed. This allowed me to design and code for many independent artists, brands, small businesses and charities, loving every moment of it. Also being

able to provide hardware and technical support for multiple areas of their businesses. Having a curiosity and enjoyment of these media forms enabled me to gain a vast knowledge and skillset of current trends in digital design, 3D modelling, animation & motion design and web development. Giving my brain the equipment it needs to design and develop entire digital packages for individuals and businesses of all sizes.

Web designer and developer

Outside The Line - Brighton and Hove

April 2016 to March 2020

I designed and deployed over 30 responsive websites for small businesses across the UK. Beyond the design, I managed the full server stack (DNS, Hosting, SSL) to ensure 99.9% uptime and led SEO strategies that increased client engagement by over 50%.

Head of Department Coordinator (Interim Cover)

University of Sussex - Brighton and Hove

October 2014 to February 2015

As the main point of contact for the Head of Departments (Social work and Education), I screen and manage phone calls and emails for the HoDs, responding to them appropriately and with discretion, deciding on whether the email needs to be forwarded onto the HoD or elsewhere. I also managed the Academic Workload planning, collecting all data from all academic staff and translating the data into a readable master excel file, showing statistics and allocated hours for all members of academic staff. When the HoD was absent, I would need to act on urgent issues by analysing the situation, using problem solving skills and referring as needed. My other daily tasks include, managing and monitoring the HoDs diaries, liaising with other staff members to arrange suitable dates and times. Making decisions about the diary so that priority issues can be fitted in at short notice, while maintaining the organized structure needed for these meetings. I am also responsible for making travel, accommodation and catering arrangements for external and internal events. Preparing paperwork for meetings and, when required, taking minutes during these meetings and then creating the reports required afterwards. I established, developed and maintained departmental administrative procedures, including developing efficient filing systems, maintaining computerized records and ensuring that all documents are accurate and up to date and any outstanding issues are followed up. From time to time I was also asked to support and arrange inductions for new members of staff. I also would sometimes support the communications officer.

Communications and Partnership Officer (Interim Cover)

University of Sussex - Brighton and Hove

September 2014 to November 2014

My primary function as a Communications & Partnership Officer at the University of Sussex is to manage all the websites/ pages affiliated with the School of Education and Social Work. This
includes a 'portal' page for the School (ESW), Departmental websites (Education and Social Work) and 4 research centre websites (CIE, CHEER, CTLR and CIRCY).
I also help with the creation phase of the Prospectus for the various schools I am involved with. On top of the web and design side of things, I assist in the management of the social media channels for The Department of Education, The Department of Social Work and Social Care and Childhood and Youth. In addition to the dissemination of the news via the social media channels, I also post more detailed and longer news/press releases via the Universities internal 'Broadcast' system, pushing this content to relevant 'channels'.
Each week I also help assist with the running and broadcasting of the ESW Open Seminar Series.
These are regular seminars which take place each week. It is my responsibility to manage the schedule of these seminars, train the research centre GTRAs in the use of Adobe Connect Pro and the sound recording equipment. I also promote each event, creating promotional material and online material. Adding each event to the network calendar and sending out invites to relevant staff members and students. I also deal with booking the rooms and arranging the catering

services for the event.
Additionally to my role, I help support other areas of the School with various HoSC cover and School Administrator support. I also help with event management, whether that be organising catering, booking rooms and liaising with staff, internal and external. I occasionally assist in helping with IT and Tech set up for such events, whether that be helping set up a presentation or helping with video/audio editing and conversions to ensure all media for events is displayed correctly.

Website Developer and Server Administrator

Zappies - Shoreham by Sea

October 2013 to August 2014

Designed and rebuilt the website to meet company demands.
Managed the websites stock daily and added new stock daily, while also managing new customer registrations and other admin related tasks.
Server management – SQL, WHM, cPanel and also DNS. Occasionally managing other websites hosted on the servers.
I was also responsible for collecting all suppliers' stock information together and compiling it into an easy to read master excel file, which I also then made into an importable and readable file for the website's CMS system.
Managed and maintained all product, customer and supplier information on Sage.
Managed all social media related tasks, updating Facebook, Twitter etc and creating creative and relative content to post on these social channels to entice new customers and up-sell to current customers. Occasionally dealing with B2B PR related emails and phone calls.
Achieved Google page rank of 1 on popular related keywords, using Analytic's to improve on other keywords and monitor traffic to the website.

Customer Account Manager

Create.net - Brighton

April 2011 to October 2013

Delivering proactive account management by providing business solutions to clients, as well as offering ideas/methods of increasing revenue through the Create system. Assisted management in developing applications, the business and planning of jobs. I helped ensure all websites hosted by Create were running smoothly and that the website admins knew how to use the system without any issues or errors. I also ensured that new features were advertised and upselling was done where needed. Managing various projects and reporting back feedback to the development team and design team, I then would report back to the other Account Managers and, when needed, the clients. Being the ears and eyes for customers and helping customers understand the more technical side of the business in a more simple worded way.

Digitisation Assistant

Essex County Council - Chelmsford

December 2010 to March 2011

Assisting the Digitalist in the studio, I was responsible for making replica digital copies of all archive items enabling all items to be viewed online in high resolution, allowing for large scale prints as well. I also was responsible for making replica print copies which had either been requested by other staff members or members of the public. I have been fully trained in the iCam Archive system, PhaseOne camera equipment and CaptureOne software suite. I also had the responsibility of daily administrative tasks and updating the online archive files using Microsoft Office and SEAX. In addition to my job spec, I also completed all e-Learning courses provided by Essex County Council.

Admin and Events Assistant

H2oh! Entertainment Ltd - Brighton

February 2010 to December 2010

Being a personal assistant to the company director and education manager, I assisted with diary management and also travel arrangements. I also acted as front of house for the office on a daily basis, dealing with clients on the phone, email and face to face. I helped manage and occasionally independently managed events of various sizes, from circus themed weddings to installing a seaside style fair in a park in Paddington, London for a day event. I also attended conferences representing the company, helping network for new clients and contractors while helping with skill development and business development. Alongside daily administrative tasks, I also occasionally helped with the design and website aspects of the business, whether that be designing a brochure or attending meetings with the website management business to discuss future developments for the website and SEO. Other parts of my role included market and artist research, credit control, contract and invoice writing and management and also keeping up strong relationships with clients and artists.

EDUCATION

A-Levels in Fine Art & Photography
Plume Sixth Form, Maldon, Essex
GCSEs in core subjects plus Art and Design, Electronics, Graphic design and Media Studies
Sandon School, Chelmsford, Essex