

# RICHARD IGBAPE

Web Designer & WordPress Developer

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## PROFILE

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Web designer and WordPress developer with a strong front-end skill set spanning HTML, CSS, PHP, and custom theme development. Experienced building and managing WordPress sites end-to-end — from CMS architecture and plugin integration to performance optimisation and accessibility. Comfortable working independently in remote environments with a keen eye for clean, considered design and a clear focus on user experience. Actively developing Figma proficiency to formalise design workflows and deliver polished UI from concept through to build. Currently the primary web professional at The Wine Guild of the United Kingdom, owning all digital platform decisions.

## CORE SKILLS & TECHNOLOGIES

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### Design & Front End

HTML5 • CSS3 (responsive layouts, animations) • PHP (WordPress theming) • Figma (actively developing) • UX/UI Principles • Accessibility (WCAG)

### WordPress & CMS

Custom Theme Development • Advanced Custom Fields (ACF) • Gutenberg Blocks • Plugin Management & Governance • Performance Optimisation • Technical SEO • CMS Administration

### Digital & Platform

Google Analytics • GDPR & Data Compliance • Security Auditing • Microsoft 365 • Remote Collaboration

## PROFESSIONAL EXPERIENCE

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**IT Manager (Web & Digital Lead)** | The Wine Guild of the United Kingdom *Aug 2025 – Present*  
*Sheffield, UK — Remote*

- Own the full lifecycle of the organisation's WordPress website: custom theme governance, plugin integration, core updates, and CMS architecture to ensure a stable, scalable platform.
- Drive site performance improvements — optimising page load speed, mobile responsiveness, and technical SEO — resulting in measurable gains in user experience metrics.
- Design and implement responsive, user-focused content layouts, applying UX best practices across page structure, hierarchy, and content flow.
- Produce clear user documentation and guidance, translating technical decisions into accessible language for non-technical stakeholders.
- Conduct regular security audits and ensure GDPR compliance across all digital assets and data handling processes.
- Act as the single point of contact for all web-related technical queries, managing and prioritising issues end-to-end.

**Senior IT Support & Web Technician** | iOR Impressions *Dec 2023 – Present*

- Resolve complex technical issues across hardware, software, and web-based digital platforms, ensuring minimal disruption to operations.
- Analyse recurring support trends and contribute actionable insights for platform and service improvement.
- Produce technical documentation and user-facing guidance to support consistent and accessible platform usage.

**IT Support & Website Coordinator** | ICF Nigeria Charter Chapter *Feb 2020 – Jan 2025*

- Maintained website functionality and oversaw CMS updates, ensuring platforms remained current, performant, and reliable.
- Managed user access and permissions across cloud platforms and configured virtual collaboration environments for distributed teams.
- Trained non-technical users on digital systems, creating accessible documentation that improved team productivity and digital confidence.

**Technical Support & Website Administrator** | EZ37 Solutions Ltd.

*Jun 2019 – Jan 2025*

- Administered website content and updates, ensuring platforms remained aligned to business requirements and performance standards.
- Managed software and hardware asset inventory, supporting effective resource and deployment planning.
- Configured and deployed new devices with correct software, network connectivity, and security compliance.

**CERTIFICATIONS & PROFESSIONAL DEVELOPMENT**

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- Google Professional Cybersecurity Certificate — Google / Coursera
- ITIL Fundamentals — IT Service Management
- ISO 27001 Awareness — Information Security Management
- GDPR Compliance Training — Data Protection & Privacy

*References available upon request*