

## AELIA ABBAS

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### CAREER OBJECTIVE

Web is the online market of every organization, and I believe in helping organizations have a great online presence. I am seeking to work as a front-end developer, to design and develop web pages with good UX and UI, as per latest trends, and with latest technologies.

### WORK EXPERIENCE

#### **Web Developer & Designer (Freelancer)**

**Nov 2014 – Present**

##### Responsibilities:

- Created Wordpress websites, and hosted them
- Helped in the process of domain registrations
- Created website content, uploaded images and other adhoc tasks

##### Key Achievements:

- Provided an online identity and space to the organization from scratch

#### **IT and DB Admin and Support (Volunteer)**

**May 2014 – Present**

*Foundation of Youth Development*

##### Responsibilities:

- Created, maintained and updated records efficiently, filed and organized paperwork
- Scanned, photocopied, and printed forms, invitations and other documents
- Administered digital communication schedules and work flow, oversaw adhoc duties

##### Key Achievements:

- Completed the organization's pending work

#### **Neighbourly Lead (Volunteer)**

**Oct 2014 – Present**

*Neighbourly.com*

##### Responsibilities:

- Invited, welcomed and assisted new members
- Moderated the content, posts and replies
- Created a job group, Managed the group post

##### Key Achievements:

- Offered suggestions that were considered and worked on

#### **Issuing Officer**

**Aug 2014 - Sep 2014**

*The Electoral Commission*

Responsibilities:

- Securely issued ordinary votes to the voters
- Completed the reconciliation and counting of the votes
- Played a key role in the secure packing up of votes & polling place, helped in set-up

Key Achievements:

- Built strong connections with voters to boost their confidence in the election system
- Frequently appreciated by voters for providing a friendly service
- Successfully demonstrated strong ability to work autonomously

**Web Content Developer**

**Apr 2011 – Feb 2012**

*YgoY.com*

Responsibilities:

- Searched and analyzed high ranking keywords through Google Adwords
- Created well-researched, SEO-optimized web content with appropriate media
- Published the work online, managed daily work record on spreadsheets
- Analyzed the guest views on the appointed channel through Google Analytics
- Kept up-to-date with latest rules by Google for web content

Key Achievements:

- Exceeded the monthly target of 120 articles
- Boosted the rankings of past articles on Google, by employing SEO techniques and ideas
- Offered useful suggestions to seniors during team meetings regarding website content improvements and UI 'look and feel'

**Web Article Writer**

**Oct 2010 – Mar 2011**

*Freelancer.com*

Responsibilities:

- Produced unique articles with a quality standard
- Proofread and edited articles written by others
- Met the assignment guidelines and deadlines
- Assigned work to writers, managed submissions
- Supervised a team of international writers
- Maintained all the details of clients and writers, and a record of their work

Key Achievements:

- Built relationships with key clients
- Recruited, mentored and assisted new writers
- Ensured the team met or exceeded the quality of articles

**EDUCATIONAL QUALIFICATION**

**Certificate in Web Design**

**2015**

*Yoobee School of Design*

<b>Certificate in Small Business Management</b> <i>Te Wananga O Aotearoa</i>	<b>2015</b>
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<b>Certificate in Money Management</b> <i>Te Wananga O Aotearoa</i>	<b>2015</b>
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<b>Bachelor in Computer Science and Information Technology</b> <i>VIF College of Engineering and Technology</i>	<b>2009</b>
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<b>Diploma in Hardware and Networking</b> <i>IM Centre for Student Development</i>	<b>2005</b>
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#### PROFESSIONAL TRAINING

<b>New Kiwi Career Success Program</b> <i>The Auckland Chamber of Commerce</i>	<b>2014</b>
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<b>Linguistic Proficiency Course in Spoken English &amp; Communication Skills</b> <i>IM Centre for Student Development</i>	<b>2008</b>
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<b>Impact Program for Personality Development</b> <i>JNTU College of Fine Arts</i>	<b>2007</b>
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#### PRACTICAL TRAINING

Mac & PC Operating Systems  
Internet Explorer, Google Chrome, & Mozilla Firefox browsers  
Dreamweaver & Sublime Text Editors  
Command Interfaces  
Wordpress CMS  
Bootstrap Framework  
Github  
Adobe Suite (Illustrator & Photoshop)

#### PROFESSIONAL SKILLS

<b>Web &amp; IT Skills</b>	Hands-on experience in working with Wordpress CMS, Google Adwords and Google Analytics. Working knowledge of web technologies, such as HTML5, CSS3, JQuery, Javascript, and PHP, as well as SEO techniques.
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<b>Hardware &amp; Software Skills</b>	Extremely experienced in working on all Windows OS versions and Mac OS. Highly competent in MS Office and other office tools. Can easily work on any type of hardware and software.
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<b>Info &amp; Media Management Skills</b>	Efficient in managing social networking platforms, and databases.
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<b>Verbal, Written, &amp; Listening Skills</b>	Fluent communicator who has the ability to understand and impart information clearly. Strong ability to work with content and documents.
<b>People, Team &amp; Project Management Skills</b>	Experienced in working on a freelance, and on a contract basis. Can work autonomously and in a team. Successful in leading a team of international writers. Effective in leading the graduation project team.
<b>Problem-solving &amp; Decision-making Skills</b>	Natural ability to come up with solutions for day-to-day issues. Adept at analyzing information, and thinking on feet. Talented in bringing fresh ideas and innovative methods for optimal work.
<b>Self &amp; Time Management Skills</b>	Skilled in working to agreed performance measures. Competent in efficiently handling multiple tasks at the same time, with great expertise in meeting deadlines.
<b>Administration &amp; Organization Skills</b>	Proficient in planning, maintaining, structuring, ordering, synchronizing, managing and executing the assigned work.

## PERSONAL ATTRIBUTES

- Optimistic nature, proactive, with a can-do attitude, and a focused mind
- Enthusiastic and energetic, with the initiative to take charge
- Adaptable, responsible and a dedicated worker
- Willingness to learn, quick learner, and quick thinker
- Perfectionist with an eye for detail, result-oriented

## HOBBIES AND INTERESTS

- Reading IT blogs
- Web browsing for creativity
- Photography

## ACHIEVEMENTS

**Published Author, 'New Beginnings'**  
*Monster Fish Publishing, Puketapapa Local Board*

**2015**

## PERSONAL INFO

- New Zealand permanent resident
- Non-smoker

## VERBAL REFEREES

Available on request.