TONI SEFTON

Junior Software Engineer

Experience

2017 - Current   **TAFE Queensland**

Delivery Support Officer | Various Campuses

- Undertake accurate and efficient delivery support services utilising various software packages (including word processing, spreadsheeting, data input and email), internal databases and office equipment.
- Undertake general administrative duties including but not limited to reception, records maintenance, completion of forms, registering and distributing mail and correspondence according to established procedures and contribute to improvement in business processes and practices.
- Proactively manage my own workflow, taking ownership for the accurate completion of my work, perform duties in line with guidelines, procedures and compliance requirements and continually seek improvement in the way in which work is performed.
- Provide efficient and timely support to the work unit, ensure daily activities align with business operations, proactively assist others and operate effectively as a member of a team.
- Provide professional, efficient and timely delivery support and customer service to external and internal clients and respond appropriately to verbal and written enquiries and escalate issues where required.

Projects

2019 - Current   **Automation of daily student management processes**

Python

This project explores the way Python can be better utilised to undertake repeatative data management in my workplace. The tasks I aim to automate are;

- Checking for new or withdrawn students
- Generating an enrolment error report
- Generating a manual roll

The aim is to combine these tasks into one cohesive Python project that is easy to maintain and utilise. The focus has purely been on backend, with outputs and inputs displayed through the command line. This project has allowed me to test my skills at data manipulation, data clensing, and error handling.

2018 - Current   **DressScape**

C# | SQL | React

A large scale project, which I'm using to develop my programming skills, that aims to bring the social aspect of wedding dress shopping online, and revolutionise the way brides and their bridal parties search for dresses, and shops to visit. This project utilises a SQL database to store user and dress data, with react on the front end, and C# on the back.

2017   **Historical Map**

HTML | CSS | Javascript

I undertook this project as a capstone course for my Bachelor of Arts. It is an exploration of a technological platform historians and educators could use to convey complex ideas surrounding the interconnectedness and influence of history in a way that is visually appealing but also educational.

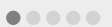## Personal Info

Email

tonisefton@outlook.com

Github

https://github.com/Ariadne-S

LinkedIn

https://www.linkedin.com/in/toni-sefton/

Stack Overflow

https://stackoverflow.com/users/11178059/toni-sefton

Technical Skills

Python ● ○ ○ ○ ○

SQL ● ○ ○ ○ ○

HTML/CSS ● ● ○ ○ ○

Javascript ● ○ ○ ○ ○

React ● ○ ○ ○ ○
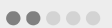
Soft Skills

DATA ANALYSIS   PASSION TO LEARN

WRITTEN AND COMMUNICATION SKILLS

CREATIVE PROBLEM SOLVER   STATISTICS

ATTENTION TO DETAIL   ADAPTABILITY

CLIENT INTERACTION SKILLS

RESEARCH DEVELOPMENT

Active Meet Ups

Women Who Code

Beginners Python Support Sessions

| 2016 | **Cultural Diversity and Social Cohesion in Lendlease Commmunities: Yarrabilba** (Non-technical) |
| | The University of Queensland | In collaboration with Lendlease Communities |

Planned and undertook a social research project investigating the social cohesion of the Lendlease Community Yarrabilba and investigate whether people from diverse cultural and linguistic backgrounds are adequately being catered for and involved within the community.

Education

| Current | **Data Scientist with Python** |
| | Datacamp | Career Track | 33% complete |

- Introduction to Python
- Intermediate Python for Data Science
- Python Data Science Toolbox (Part 1)
- Python Data Science Toolbox (Part 2)
- Importing Data in Python (Part 1)
- Importing Data in Python (Part 2)
- Cleaning Data in Python
- pandas Foundations - Current

| 2013-2017 | **Bachelor of Social Science** |
| | University of Queensland | Major in International and Community Development |

- A social science perspective on international and community development issues, focusing on strategies to alleviate poverty and inequality and to develop sustainable societies, communities and environments.
- This degree also equipped me with the skills to undertake social impact assessments, social planning, project management and social research.

| 2013-2017 | **Bachelor of Arts** |
| | University of Queensland | Major in Extended History |

- Learnt about cause and consequence, focusing on the study of people and their attitudes, motivations and prejudices. While developing professional skills including the ability to initiate an original inquiry, conduct archival research, analyse documents, write convincingly and interpret evidence.