

Clare Radtke

Full Stack Software Engineer

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Introduction

A full stack engineer with an eye for detail, curious nature, and a passion for the user experience. Entering the industry for the first time and eager to find a role within a team that will allow for growth and learning. Experienced in leading small and large teams and projects, utilising a calm nature, clear communication and adaptability to rapidly changing environments. Entry level JavaScript experience obtained through the recent completion of a Full Stack Web Development certificate, 20+ projects and almost 1.5 years of self learning.

Education / Certificates

- Certificate, Full Stack Web Development – Monash University Melbourne
- Certified ScrumMaster®

Projects

Doll Directory | github.com/ClareRadtke/dollDir | doll-directory.herokuapp.com/

A website created for the doll customising community, bringing the different aspects of the hobby together

Sole Developer

HTML, MERN Stack (MongoDB, Express, React, Node), JavaScript, CSS, GraphQL, Apollo, JWT

Experience

Monash University

Student (PT)

Full Stack Web Development Certificate

Feb 2021

to

Aug 2021

- 100+ hours of experience building applications with JavaScript
- 20 projects completed during the course including 2 full stack group projects and 1 solo full stack MERN application
 - Doll Directory: Social network for the doll customising community, post and image uploading, stateless user authentication using JWT's, Apollo server and client used to build out the GraphQL API, hosted on Heroku plus several other technologies across the front and back end

Key Skills & Systems

JavaScript ES6+ CSS3 HTML5 SQL NoSQL GitHub MongoDB MySQL
Heroku Express React Node Handlebars Bootstrap Sequelize jQuery
GraphQL Apollo

HAYS Talent Solutions - RMIT Account

Operational Team Lead (FT & Contracting)

Managed a responsive admin team, who were responsible for the sourcing, verification and employment of casual academic and professional staff for RMIT University. Conducted interviews, reviews, training and up-skilling of team members. Facilitated and delivered regular audits, to mitigate risk, and reporting on the casual population using MS Excel, PageUp and data analytics. Delivered monthly forecasting, budgets and analytics during the onboarding of a new Account Manager. Worked with a diverse set of

stakeholders across the university to build relationships and streamline the casual recruitment processes.

November 2018

to

Jun 2021

- Trained the new Account Manager in daily activities, reporting and account specifics
- Reviewed and improved the contract extension process multiple times to meet changing stakeholder requirements and greatly reduce manual handling
- Scaled a team of 4 up to 15-20 members to facilitate the bi-yearly peaks of onboarding up to 5000 casual staff for the university Team scaling numbers
- Established relationship with RMIT Online, designed and implemented new processes to meet their recruitment needs
- Assisted in the successful employment of over 500 casuals over 2 days

Key Skills & Systems

PageUp

WorkDay

Google Docs

SharePoint

HP TRIM (HP Content Manager)

Excel to manage, compile and sort documents and data

Hendry

Administrative Assistant
(FT)

April 2018

to

November 2018

Lead multiple projects and the admin team of up to 8 members. Identified key areas of issue within the Safety Measures Department and collaborated with the admin team, inspectors and department manager towards resolution. Implemented daily standups, fortnightly retrospectives and inclusion in the project planning for the admin team. This resulted in a higher level of productivity, motivation and retention of the casual admin staff and improved communication between the admin team and the inspectors.

- Assisted in the removal of paper-based prompts and provided training to inspectors and admin on the use of Uptick
- Reviewed the 'inspection to report' process, resolved communication issues and increased the report turnaround from months to weeks.

Key Skills & Systems

Uptick

E3Learning

SitePass

Google Docs

Excel

**HAYS Talent
Solutions**

Administrative Officer
(Contracting)

March 2018

to

April 2018

Responsible for the verification, reporting and management of legal and compliance documentation for the employment of casual academic and professional staff for RMIT University. Managed calls and written communication with the applicants and stakeholders, requesting documentation, troubleshooting and resolving applicant and stakeholder issues with the PageUp platform, responding to general queries and advising of changes to compliance requirements.

- Assisted in the successful employment of over 3000 lectures in less than 6 weeks.

Key Skills & Systems

PageUp

Google Docs

SharePoint

HP TRIM (HP Content Manager)

Excel to manage, compile and sort documents and data

References

References upon request.