

Clare Radtke

Full Stack Software Engineer

Phone +61 435 507 511
Email clare.radtke@outlook.com
Website clareradtke.github.io/Personal-Portfolio/
GitHub github.com /ClareRadtke
LinkedIn in/clareradtke

Introduction

I am a full stack engineer entering the industry for the first time eager to find a role within a team that will help me to grow, learn and where I can provide value. Having managed projects big and small, working closely with hardworking and devoted teams and being commended on my calm, curious nature coupled with the recent completion of a Full Stack Web Development course, I feel well equipped to navigate the challenges of my new career.

Education / Certificates

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

Skills

- Entry level JavaScript experience
 - Passionate about the user experience
 - Proven ability to meet tight deadlines and effective under pressure
 - Efficient at troubleshooting, learning and highly adaptable
 - Excellent written and verbal communication skills
 - Experience in process analysis and documentation
 - Project management
 - Works well as part of a team
 - Experience with Jira, E3Learning / SitePass, Uptick, PageUp, HP TRIM
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Experience

HAYS Talent Solutions - RMIT Account

Operational Team Lead (FT & Contracting)

Hays is a well-known recruitment company, the RMIT Account was established to source, verify and employ the casual lecturing staff for RMIT University. My role involved managing a fluctuating admin team of between 4 - 20 members, managing stakeholders, reporting and process improvement. In 2021 I trained the new Account Manager in our daily activities, reporting and the specifics of the account.

- Organisation of bulk contract extensions to occur outside of systems to assist with HR and Payroll system migration
- Assisted in the successful employment of over 500 casuals over 2 days

November 2018

to

Jun 2021

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

Hendry is a built-form advisory firm. Initially my role within the Safety Measures Team involved basic admin duties and developed into an administrative lead position, where I managed multiple projects and groups within the team. This allowed for the initiation of a more agile work environment and the team thrived, becoming more productive through better communication and organisation.

- Initiated a daily stand-up and a fortnightly retrospectives, ensuring the whole admin team had an understanding of priorities, workload and projects.
- Assisted in the removal of paper-based prompts and began a revaluation of the inspection to report process, improving channels of communication between the admin team and the inspectors and increasing 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

My role with this team in 2018 was as an administrator, responsibilities included data entry and verification, reporting and verification and management of legal and compliance documentation (Visa's, WWCC, Police Checks, Proof of Identity documents)

- 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.