

Contact

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(LinkedIn)

Top Skills

Microsoft Office

Leadership

Project Management

Languages

Taiwanese Hokkien (Native or Bilingual)

English (Native or Bilingual)

Mandarin (Native or Bilingual)

Ellie Chen

Coder at Coder Academy
Sydney, Australia

Summary

I have more than 3-years' professional experience in the migration industry, specialising in individual migration and accounting skills assessment. Throughout my career, I feel most fulfilled when I exercise my bilingual communication skills and migration knowledge in helping people to achieve their goals in lives.

Currently, I'm studying full-stack web development with Coder Academy and hoping to land a job as a developer in the near future.

Experience

Chartered Accountants Australia and New Zealand

3 years 1 month

Migration Executive

January 2017 - August 2019 (2 years 8 months)

Sydney, Australia

- Carrying out the complex migration assessment for skilled employment and overseas qualifications.
- Identifying training needs, producing internal training materials on CRM systems (Salesforce and NetSuite), and providing ongoing assessment training and technical support to other assessors.
- Advising on difficult migration assessment issues, interpreting migration legislation and the latest policy changes, and providing executive support and strategic advice to Migration Specialist.
- Awarded CA ANZ Scholarship in May 2017 for leadership potential and professional development.

Migration Coordinator

August 2016 - December 2016 (5 months)

Sydney, Australia

- Conducting standard migration assessment with high attention to details, and providing tailored application advice to individual applicants and migration agents with a strong customer focus.

- Proven time-management skills in handling high volumes of applications, prioritising tasks, meeting deadlines, and working autonomously and cooperatively in a high-performing professional team.

Ausky Visa Solutions

Assistant Migration Consultant

September 2014 - July 2016 (1 year 11 months)

Sydney, Australia

- Started as a part-time role while studying in Sydney, and later worked my way up to a full-time Assistant Migration Consultant with extensive experience in various types of visa.
- Preparing applications for Employer Sponsored Migration (457/ENS/RSMS), General Skilled Migration, Partner and Student Visas, and maintaining a 95% visa approval rate.
- Efficiently managing a client's visa application from the initial engagement, eligibility assessment, follow-up correspondence, application lodgement to final decision.
- Effectively facilitating the communication between the mandarin-speaking clients and other English-speaking parties, including Immigration case officers and skills assessing authorities.

Weasto Translation Company

Localisation Project Manager and Translator

July 2010 - June 2011 (1 year)

Taipei City, Taiwan

- Intelligently organising translation projects, conducting human resource deployment of in-house/freelance translators and editors, and liaising with international clients and local vendors.
- Effectively managing a one-million-words Expedia.com project and achieving scheduled goals.
- Produced high-quality translation and met deadlines consistently.
- Specialised translation in information technology products (e.g. Apple, HP, Canon and Fuji Xerox) and travelling websites (e.g. Expedia.com and W Hotels & Resorts).
- Subsequently contracted as a freelance translator (Jul 2011 - Jan 2015).

Education

Coder Academy

Diploma in Information Technology, full-stack web development · (2019)

The Australian National University

Graduate Certificate of Australian Migration Law and Practice, Migration
Law · (2017 - 2017)

Victoria University

Graduate Diploma in Professional Accounting · (2015 - 2016)

Macquarie University

Postgraduate Diploma of Translating and Interpreting, Translating and
Interpreting · (2014 - 2015)

National Taiwan Normal University

Master of Translation and Interpreting, Translation (Chinese -
English) · (2013 - 2014)