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# EMERSSON CHEW

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## PROFESSIONAL SUMMARY

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A well rounded professional with technical skills ranging from software architecture, web development, and user experience design to business skills like social media networks for business, information systems and e-commerce for organisations, and management information systems.

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## SKILLS

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- Requirements Gathering and Analysis
  - User Experience Design
  - Front-End Web Development
  - Management Information Systems
  - System Management and Testing
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## WORK HISTORY

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**Finance Assistant**, Jan 2018 to Mar 2018

**BODCO Ltd** – Hamilton

### Finance

- Update entries in the company's system using SAP Business ByDesign
- Liaise with other departments to prepare information for the end of financial year external audit, sales and operations plan, cost reduction plan and reports for management.

### IT

- Provide training on SAP Business ByDesign procedures and processes
- Evaluate new IT equipment and suggest purchase options
- Configure new and reconfigure current IT equipment
- Create and maintain an IT equipment register list

### Administration

- Create, review and merge company policies i.e. IT Policies, HR Policies, Communications Policies, Social Media Policies, etc.

**Web Developer**, Oct 2016 to June 2017

**Freelance**

- *All projects are available on [www.emerssonchew.com](http://www.emerssonchew.com)*
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## EDUCATION

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**2015 – 2017: Bachelor of Information Science:** Major in Information Technology and Minor in Information Systems at **Massey University**

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## PROFESSIONAL MEMBERSHIPS

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- Associate of the IT Professionals NZ
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