
EMERSSON CHEW

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PROFESSIONAL SUMMARY

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.

SKILLS

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

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 – Auckland

- Learn how to use a website creation service (Wix) to create two websites for businesses
 - Learn how to create a high fidelity prototype of a website from scratch for a user experience design project in university
 - ***All projects are available on www.emerssonchew.com***
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EDUCATION

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