

KAZI OMAR FARUQUE

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PROFESSIONAL SUMMARY

WordPress and front-end web developer with a Bachelor of ICT and hands-on experience in responsive design, web performance optimisation, and UI/UX. Skilled in **Elementor**, Figma, HTML, CSS, JavaScript, and SEO best practices.

CORE COMPETENCIES

Web Development & UI/UX: HTML, CSS (SASS/SCSS), JavaScript, **WordPress** (Custom Themes, Child Themes), **Elementor**, Wix, Responsive Design, Cross-Browser Compatibility, Accessibility Standards, **Figma**, SEO Implementation

CMS & Tools: WordPress CMS, ACF (Advanced Custom Fields), WooCommerce (basic), Adobe Creative Suite, Git (basic), Web Hosting & Domain Management

Soft Skills: Client Communication, Collaboration with SEO Teams, Attention to Detail, Problem-Solving, Time Management, Project Delivery

PROFESSIONAL EXPERIENCE

Web Administrator & IT Support - *Travel With a Cause*; Hobart, TAS *March 2023 – June 2023*

- Developed visually appealing, responsive websites using Wix's drag-and-drop interface and built-in features.
- Managed and updated content including text, images, and media, ensuring consistency and usability.
- Applied SEO best practices within Wix and WordPress environments to enhance visibility and organic traffic.
- Provided basic troubleshooting support for hardware/software issues, including printer and connectivity issues.
- Created IT and web support documentation, and contributed to improved onboarding and internal workflows.

System Development & Business Analyst - *Queensford College*; Hobart, TAS *July 2023 – Oct 2023*

- Designed, developed, and implemented software solutions according to project requirements and specifications.
- Created and maintained VBA scripts to automate repetitive Excel tasks, improving efficiency and accuracy.
- Participated in Agile development processes, including sprint planning, daily stand-ups, and retrospective meetings.
- Documented technical processes, procedures, and solutions for future reference.
- Conducted thorough analysis of user needs and requirements to ensure the developed systems met business objectives.

Project Manager (University Project) - *UTAS*; Hobart, TAS *Jan 2022 – Dec 2022*

- Developed and delivered a web-based Document Management System with custom UI and secure access features.
- Applied UX principles for usability and ease of navigation.
- Conducted stakeholder analysis and gathered user feedback for iterations.
- Delivered full documentation and led onboarding for platform users.
- Applied responsive design standards using CSS and JavaScript.

EDUCATION & CERTIFICATIONS

Bachelor of ICT (Software Development) – University of Tasmania (2022)

ICT Professional Year Program – Australian College of Applied Professions (2023)

Certifications:

User Experience Certification – [Designcourse.com](#) (2022)

Google IT Support Professional Certificate – [Coursera](#) (2024)

ITIL Foundation Certification – [ALISON](#) (2024)

Google Analytics Certification – [Google](#) (2024)

Digital Marketing Certification – [HubSpot Academy](#) (2024)

HotJar Certification – [HotJar learning](#) (2024)

Volunteering Tasmania – [Volunteering Tasmania](#) (2023)

ICT PROJECTS

- **SpellAcademy** – *Ongoing Personal Project*

Designing and developing a web-based spelling and literacy platform using HTML, CSS, and JavaScript. Focused on interactive learning, educational UX design, and continuous improvement based on user feedback.

- **Document Management System:** Developed a custom UI system with permission control and responsive layout.
- **VBA Process Automation** – Automated data entry and reporting processes using VBA, cutting processing time by over 30%.

KEY ACHIEVEMENTS

- Increased page load speed and responsiveness for client websites by implementing lightweight themes and best practices.
- Improved visual consistency and accessibility by aligning designs to WCAG standards.
- Developed custom WordPress components, reducing reliance on bloated third-party plugins.
- Streamlined internal workflow by automating manual processes using scripting tools.

REFERENCE

- *Available upon request.*