Elizabeth Mackle

Clarkson, WA 6030 🏠

0426 239 870 📞

Liz.mackle@outlook.com ✉

www.linkedin.com/liz-mackle 🔗

https://github.com/LizMackle 🔗

https://lizmackle.github.io/React_Portfolio 👤

A passionate certified Full Stack Web Developer who is highly competent, dedicated, and hardworking with self-motivated work ethic to perform effectively in complex and busy environments independently or in a team.

A reliable individual, with a highly organised personality with strong communication and task prioritization skills, offering keen attention to detail and strong decision-making skills to manage multiple, concurrent tasks and take on challenges with a positive attitude.

Skills

Time Management • Teamwork • Written and Verbal Communication • Problem Solving • Organization and Prioritization • Meeting Deadlines • Goal Setting • Proactive • Ability to work under pressure • Self-motivation

Technical

Git • Visual Studio Code • Heroku • Flutter • HTML/CSS • JavaScript • jQuery • Bootstrap • Tailwind • NodeJS • MySQL • MongoDB • Express • HandlebarsJS • ReactJS • MS Office • Xero

Projects

Comet Watch • https://github.com/Wratten/Comet-Watch | https://wratten.github.io/Comet-Watch/

- Comet Watch is a web page created for users who love Asteroids and would like to know interesting facts based on a date of their choice. The user will be able to view a table of specific data and a picture of the day also related to the chosen date.
- Responsibilities included: Creation of the image carousel to allow users to flick through a selection of galaxy related images. Worked with Tailwind to create a clean aesthetic web page and created a detailed GitHub ReadMe/presentation.
- Tools used: jQuery | CSS & Tailwind | JavaScript | HTML | APIs

Build-A-Page • https://github.com/JackoWray/JAKL_Coding | https://project-02-jakl.herokuapp.com/

- Build-A-Page is an easy-to-use application that features an editable and resizable drag and drop system that allows you to create simple templates for your report or newsletter needs. It includes a save feature so that users can return and once logged in, can view all their saved templates for future needs or delete them if they are no longer in use.
- Responsibilities included: Creating the models, seeds, server.js and handlebars to create the basic layout of our app. Used Tailwind to create a simple visually appealing application as well as creating a detailed READme and presentation.

- Tools used: JavaScript | Bcrypt | Express, Express-session, Express-handlebars | MySQL | Gridstack | Tailwind | Sequelize | dotenv | Heroku

WanderView • https://github.com/LizMackle/WanderView

- WanderView is a MERN powered application created for users to view and add reviews on locations all over the world, allowing users to share their experience about a holiday destination by simply clicking a location on the map, adding their review and star rating to generate a pin drop.
- Responsibilities included: Created the app using React and built CSS using Bootstrap. Built an interactive map using a third party called Mapbox/react-map-GL which included the map markers and full screen features. Created a detailed READme and presentation.
- Tools used: MongoDB | ExpressJS | React | NodeJS | JWT | GraphQL | Mongoose | Mapbox/react-map-GL | Heroku

Experience

DECEMBER 2019 – NOVEMBER 2021
Administration Assistant/Reception – Arcadis
Excellent time management skills and ability to multitask and prioritize work to meet deadlines. Attention to detail and problem-solving skills. Excellent written and verbal communication skills. Strong organizational and planning skills.

- Answering incoming phone calls and emails
- Coordinated travel arrangements by booking airfare, hotel and ground transportation.
- Internal and external event management
- Arranged monthly morning teas and all catering requests
- Scheduled office meetings and client appointments for staff teams.
- Processed invoices and expenses to facilitate on-time payment.
- Drafted agendas, recorded minutes and created documents for meetings.
- Formatting CV's, Project Data Sheets, Org Charts and Tender Submission Reports
- Timecard management
- Restocked supplies and placed purchase orders to maintain adequate stock levels.
- IT stock management & IT assistance
- New employee start ups

MARCH 2014 – DECEMBER 2019
Dental Nurse – Hillary's / Kingsley Village Dental Centre
Greeting patients and preparing them for dental procedures. Managing or updating client records through digital or paper databases. Providing chair-side assistance to the dentist with the ability to work well under pressure.

- Daily nursing duties
- Assisted dentist in charting patient dental anatomy, and screening
- Maintained adequate stock of dental materials and instruments to deliver high-quality patient care
- Monthly day surgery visits to Westminster Theatres
- Preparing research for new products/machines
- End of day banking/petty cash reconciliation
- Processing patient accounts – HICAPS/EFT
- Booking/managing patient appointments
- Responding to emails and answering phone calls

- Social media management
- Organising social work events

Education

2021 - 2022
Certificate of Coding Completion / Full Stack Developer – University of Western Australia
A 24-week intensive program focused on gaining technical programming skills in HTML5 | CSS3 | JavaScript | jQuery | Bootstrap | NodeJS | MySQL | MongoDB | Express | HandlebarsJS & React

2017 - 2019
Cert IV in Business Administration & Cert IV in Leadership and Management – Open College Online Courses

2012 - 2013
Cert III & IV Dental Assisting – Dental Nursing Australia

2007 - 2011
Year 12 Completion – Lake Joondalup Baptist College