

Elizabeth Mackle

Contact

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

www.linkedin.com/liz-mackle

<https://github.com/LizMackle>

Notice

1 week required

Education

2021 - 2022

University of Western Australia

Coding – Web Design & Development

Bootcamp Course

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

Open College Online Courses

Cert IV in Business Administration & Cert IV in Leadership and Management

2012 – 2013

Dental Nursing Australia

Cert III & IV

2007 – 2011

Lake Joondalup Baptist College

Completed Year 12

Skills

Time Management

Teamwork

Administrative Skills

Profile

A Full Stack Web Developer with a background in Dental Nursing and Business Administration.

A highly competent individual who is dedicated, enthusiastic and hardworking with a proven ability to work proactively in a complex and busy environment. A reliable employee who can demonstrate effective communication and multi-tasking skills in the workplace. A quick learner with a highly organised personality who can absorb new tasks and take on new challenges with a positive attitude.

Experience

December 2019 – December 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
- Responding to incoming emails
- Arranging interstate/overseas travel and employee relocations
- Internal and external event management
- Arranging meeting rooms, monthly morning teas and all catering requests
- Processing credit card reconciliations and expense claims
- Formatting CV's, Project Data Sheets, Org Charts and Tender Submission Reports
- Timecard management
- Stock control
- Minute taking
- 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.

Customer Service
Written and Verbal Communication
Problem Solving
Accuracy and Attention to Detail
Self-motivation
Organization and Prioritization
Meeting Deadlines
Goal Setting
Proactive
Ability to work under pressure

Technical Skills

GitHub
Visual Studio Code
Heroku
HTML
CSS
JavaScript
jQuery
Bootstrap
NodeJS
MySQL
MongoDB
Express
HandlebarsJS
React
Intermediate Level – MS Office
Intermediate Level - Xero

Referees

Marco Jansen
Coding Teaching Assistant / Software
Developer
0432 508 166

Gina Wigley
Team Secretary - Arcadis
9213 6723

Bridget Powell
Practice Manager - Kingsley Village /
Hillary's Beach Dental Centre
9409 7424

Stephen Hollander
Dentist / Practice Owner - Kingsley
Village / Hillary's Beach Dental Centre
9409 7424

- Daily nursing duties
- Stock management
- 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

February 2013 – February 2014

Reception • Total Image Laser Skin Clinic

- Customer sales
- Managing client appointments
- Merchandising

June 2012 – January 2013

Waitress • Café 28 Joondalup

- Customer sales
- Preparing pre-made food
- Waitressing tables
- Basic café duties

December 2009 – April 2012

Barista • Muzz Buzz Joondalup

- Person to person interaction
- Cash sales
- Preparing coffee and pre-made food
- Stock management

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> | <https://wanderview.herokuapp.com/>

- 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