



LIZETTE DIMALANTA

DATA ENTRY OFFICER



LinkedIn



Portfolio



GitHub

/ CONTACT



0423 002 126



Ascot Vale, VIC 3032



dimalantalizette@outlook.com

/ CAREER OBJECTIVE

Diversity in Tech Scholarship recipient and recent graduate of the Full-Stack Web Development Bootcamp at Coder Academy.

Prior government sector and IoT/SAAS startup experience in Administration, UX/UI Design, eCommerce and Social Media Marketing, including 3+ years leading teams in fast-paced and dynamic environments.

/ WORK EXPERIENCE

MAR 2023 — PRESENT

DATA ENTRY OFFICER

VICTORIAN BUILDING AUTHORITY (VBA)

- Creating and maintaining database records for all new applicants and existing practitioners.
- Ensuring activities are carried out in line with relevant legislative framework in accordance with operational guidelines.
- Providing assistance with electronic and telephone enquiries from external and internal stakeholders.
- **Software Stack:** Microsoft Dynamics CRM, Salesforce, Cisco, Microsoft 365

OCT 2021 — MAY 2022 (8 mos)

ADMINISTRATOR

MONGER TECH

- Maintained business operations in an IoT, SaaS and hybrid B2B/B2C startup setting.
- Creation of e-commerce sites and social media content.
- Conducted usability testing and research on SEO and user personas.
- Developed responsive and data-driven UX/UI designs using high-level prototypes and mockups.
- Oversaw organisational cash flow, budgets, receipts, wages and reports.
- **Software Stack:** Quickbooks, Xero, Adobe Xd, Photoshop, Figma, Facebook, Instagram, Shopify, Ebay, Amazon

/ EXPERTISE

INFORMATION TECHNOLOGY

Programming: HTML, CSS, Python, PostgreSQL, Flask, Javascript and MERN (MongoDB, Express, React, Node.js)

Other Skills: UX/UI Design, Hardware, Network and Software Configuration, Diagnosing and Troubleshooting

OTHER SKILLS

Customer Service, Written & Verbal Communication, CRM, Social Media Marketing, Bookkeeping, Market Research, SEO and e-Commerce.

/ EDUCATION

AUG 2022 — FEB 2023 (6 mos)

DIPLOMA OF IT

CODER ACADEMY

NOV 2017 (9 mos)

DIPLOMA OF BUSINESS

PRESTIGE SERVICE TRAINING (PST)

2013 — 2017

CERTIFICATE OF EDUCATION

SOUTHPORT STATE HIGH SCHOOL

/ VOLUNTEERING

CAMPAIGN ADVOCACY VOLUNTEER

THE ROYAL MELBOURNE HOSPITAL

- Raised over \$41,000 AUD to upgrade facilities for the Royal Melbourne Hospital Community Clinic.

2022 VICTORIAN ELECTION:

CAMPAIGN ADVOCACY VOLUNTEER

EXERCISE & SPORTS SCIENCE AUSTRALIA

- Created media release towards 2022 Victorian Elective candidates [\[LinkedIn\]](#).
- Advocated to increase priority to exercise services and long-term illness prevention.