# PERSONAL SUMMARY

*I’m a software developer in training, I have solid skills in HTML, CSS, SASS, JavaScript, React, Java and SQL. I have a background in customer service, and warehouse management which has given me the ability to develop strong communication skills, and which means I can work autonomously or integrate into any team environment.   
Check out my Portfolio! https://lukejkelley.github.io/Portfolio/HTML/*

# KEY SUMMARY

* 8 years’ experience producing quality/efficient output in high pressure time sensitive environments
* Ability to communicate professionally both in written and oral communications
* Utilize agile management methodologies to complete priorities and coordinate tasks to meet time deadlines
* Experience managing finance and office related administration with strong attention to detail
* Highly dedicated to growth as evidence by linked in certifications (see below)
* Experience managing teams from a leadership role
* Capable of working effectively in a team or autonomously as required

# TECHNICAL

* HTML
* CSS
* SCSS
* SASS
* JavaScript
* React
* Java
* Spring
* Git Bash
* GitHub
* SQL
* Firebase

# EDUCATION

## Diploma of Information Technology *–RMIT University, Melbourne, 2022*

Achieved above average passing grade and completed functional application in Java

## Certificate IV Warehouse Operations – *Chase Skills, Loganlea, 2015*

## HLTAID012 First Aid And CPR - *First Aid Accident and Emergency, South Port, 2023*

## Software developer 12-week course - *Nology, Remote, 2023*

# PROFESSIONAL EXPERIENCE

## 

## Logistics/Driver ExpoNet Loganlea *QLD 2021*

* Driving
* Staff management
* Reading and executing order documentation
* Picking and fulfilling orders
* Ensuring WHS standards
* Operating a variety of vehicles
* Customer Service and issue management
* Quick decision making in time sensitive environment

## Storeman QLM Berrinba QLD *2017 – 2021*

* Dispatching goods
* Mentoring junior staff
* Warehouse/General hand duties
* Stock control
* Implementing new processes
* Customer service queries and follow ups
* Exceeding monthly KPI’s for quality/quantity

## Removalist Browns Plains Removals Browns Plains QLD *2012 – 2017*

* Rapport building with client in order to ensure repeat business and referrals
* Cash reconciliation
* Upgrading to MR license
* Navigating and directing drivers to next location
* Assisting with schedules

# OTHER ACHIEVEMENTS

**SSCC RMIT:** Student-Staff consultative committee representative for my class

**LinkedIn Badges:** HTML, CSS, Variety of MS Office applications

# REFEREES

## Rachael Jeikishore *– Teacher of WordPress/UX design at RMIT Melbourne*

0402 013 642 Rachael.Jeikishore@rmit.edu.au

**Kanchan Aggarwal** *– Coordinator of OOP at RMIT Melbourne*

0399 254 713 Kanchan.Aggarwal@rmit.edu.au

**Glenn Saunders** – *Floor manager of QLM head office QLD*0403 316 761