

## Objective

To gain a position that enables me to develop my career in a technological environment. I want to be able to challenge myself in a fast-paced environment and be given the opportunity to learn from my peers in a supportive team environment.

## Experience

### *Real Estate Receptionist*

Hayden Real Estate | Jan 2019 - Aug 2019

- Answer telephones and give information to callers, take messages or transfer calls to appropriate people.
- Open, read, route and distribute incoming mail and answer routine letters.
- Order and dispense office supplies
- Plan and schedule routine inspections for rental properties.

### *Pharmacy Assistant*

Chemist Warehouse | Jan 2017 - Dec 2018

- Receive prescriptions or repeats and verify that information is complete and accurate.
- Maintain proper storage and security conditions for medicines.
- Assist customers by answering questions, locating items or referring them to the pharmacist for more information.
- Order, label and count stock of products and enter inventory data into computer.

### *Shift Manager*

McDonalds | April 2015 - Jan 2017

- Monitor food preparation methods, sizes and presentation of food to ensure that food is prepared and presented in an acceptable manner.
- Count money and make bank deposits.
- Investigate and resolve complaints regarding food quality and service.
- Schedule and receive deliveries, checking delivery contents to verify product quality and quantity.

## Hobbies

- Dancing
- Travelling
- Cooking

## References

Available upon request

# Melissa Bykersma

Junior Software  
Developer



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<https://github.com/MelB-24>

## Education

### *Coder Academy*

Diploma of Information Technology | Aug 2019 - Feb 2020

### *Swinburne University*

Agent's Representative Certificate | October 2018

## Skills

### Programming Stack

#### *Languages:*

Ruby, HTML5, CSS, JavaScript

#### *Frameworks:*

NodeJS, Rails, Express.js

#### *Databases:*

PostgreSQL

#### *Design:*

ERD, Wireframes

#### *Version Control:*

Git, GitHub

#### *Deployment:*

AWS, Heroku, Netlify

#### *Project Collaboration:*

Trello, Slack