

Tsz Sin Ng (Jessie)

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[GitHub](https://github.com/MissNG-Git): <https://github.com/MissNG-Git> | [Portfolio](https://missng-git.github.io/Portfolio/): <https://missng-git.github.io/Portfolio/>

[LinkedIn](https://www.linkedin.com/in/jessie-n-9302b962/): <https://www.linkedin.com/in/jessie-n-9302b962/>

Summary

Junior full-stack developer adopting years of customer service and administrative experience to implement client-focused UI within functional web development. As a successful recipient of a full-stack development certificate from the University of Sydney, I am excited to further develop the multitude of skills recently acquired in both front-end and back-end technologies. I am dedicated to creating mobile-first applications that are not only eye-catching and innovative, but also practical and user-friendly. As my journey into the world of web development begins, I am enthused at the opportunity to contribute my skills to a team with the same passion for raising the standards of what a positive web experience should be.

Technical Skills

- Languages: HTML, CSS, JavaScript
- Databases: MySQL, MongoDB
- Tools: Git, Node.js, Handlebars.js, Heroku, Postman, Visual Studio Code
- Frameworks: Bootstrap, Express.js
- Other: jQuery, Sequelize ORM, Mongoose ODM, Highcharts, GoogleFonts, FontAwesome

Projects

SOURCE-COMMERCE

GITHUB REPOSITORY: [HTTPS://GITHUB.COM/MISSNG-GIT/SOURCE-COMMERCE](https://github.com/MISSNG-GIT/SOURCE-COMMERCE) |

DEPLOYED APPLICATION: [HTTPS://MURMURING-BASTION-13699.HEROKUAPP.COM/](https://MURMURING-BASTION-13699.HEROKUAPP.COM/)

- A collaboration project proudly brought to you by Team **Awesome-Sauce**, *SourceE-commerce* is an application that will help business owners track inventory & sales performance as well as provide an e-commerce storefront for customers.
- Engaging in full-stack development with a focus toward the front-end, I was not only tasked with structuring our handlebars templates but also with incorporating highcharts.js into our application. I was solely responsible for the CSS and coded both front-end JavaScript to enable functional HTML elements, as well as back-end JavaScript to establish API requests, routes and integration with our Sequelized MySQL database.
- Technologies: JavaScript, Handlebars.js, Node w/Express.js & npm packages, MySQL w/Sequelize, Highcharts.js, Heroku w/ClearDB Git, Bootstrap, GoogleFonts & FontAwesome

COCKTAILS & CUISINES

GITHUB REPOSITORY: [HTTPS://GITHUB.COM/MISSNG-GIT/COCKTAILS-CUISINES](https://github.com/MISSNG-GIT/COCKTAILS-CUISINES) |

DEPLOYED APPLICATION: [HTTPS://LUULUU75.GITHUB.IO//COCKTAILS-CUISINES/](https://LUULUU75.GITHUB.IO//COCKTAILS-CUISINES/)

- A collaboration project created by four Foodie Friends, Cocktails & Cuisines is a foodie- & drinkie-friendly application that allows users to search for different cuisine or cocktail recipes by name.

- Primarily responsible for the front-end aspects of this project, I drafted the HTML structure and CSS styling of our application. I also provided JavaScript support to our team and contributed to debugging issues and 'drying' our code for readability.
- Technologies: JavaScript w/jQuery, Foundation framework, Local & Server-side APIs, Git, Bootstrap, GoogleFonts & FontAwesome

BURGER LOGGER

GITHUB REPOSITORY: [HTTPS://GITHUB.COM/MISSNG-GIT/BURGER-LOGGER](https://github.com/MISSNG-GIT/BURGER-LOGGER) |

DEPLOYED APPLICATION: [HTTPS://BURGLOG-00.HEROKUAPP.COM/](https://BURGLOG-00.HEROKUAPP.COM/)

- Burger-Logger is a restaurant app that lets users input the names of burgers they'd like to eat and track when a specific burger has been devoured.
- I utilized handlebars to template the HTML aspects of the application and implemented the CRUD operations via JavaScript to perform API requests which would allow for burgers to be stored, retrieved, updated and deleted from a MySQL database. Styling tools & frameworks were used to create an eye-catching design, and the application was successfully deployed to the Heroku platform.
- Technologies: JavaScript, Handlebars.js, Node w/Express.js, MySQL, Heroku w/JawsDB, GitBash, Bootstrap, GoogleFonts & FontAwesome

Experience

CONTRACT ADMINISTRATOR | BRIDGE HOUSING LIMITED |

JULY 29TH, 2019 – OCTOBER 23RD, 2020

LEVEL 1, 660-664 PITTWATER ROAD, BROOKVALE NSW 2100 | 0419 442 192 |

T.POSUMAH@BRIDGEHOUSING.ORG.AU | THEO POSUMAH, DIRECTOR OF ASSETS

- Maintained quality client service to tenants by coordinating maintenance works with contractors and ensuring works were carried out in line with the maintenance engagement deed
- Assisted in the appropriate maintenance of assets by adhering to relevant plans set in place to manage the various programs of work and mitigated all issues that arose in the process
- Maintained high levels of tenant satisfaction by keeping tenants informed with regards to all programs of work
- Supported the delivery of quality homes by assisting to audit contractor performance and quality of work, including identifying areas of risk across all our maintenance programs
- Maintained good governance and administration by keeping accurate records, files and information in the relevant system and providing accurate information and reporting as agreed
- Supported Contract Manager to build and maintain strong and effective relationships with the maintenance contractor, NSW Land and Housing Corporation and all stakeholders
- Performed continuous evaluations of content, plans and processes in order to enhance delivery and improve effectiveness
- Supported the organisation in meeting its financial goals and obligations by ensuring contractor invoices were accurate, and coordinated maintenance work that demonstrated the responsible use of the budget

PROPERTY ASSET & ACCOUNTS MANAGER | SHORE COMMERCIAL PROPERTY |

OCTOBER 16TH, 2017 – JULY 23RD, 2019

477 PITTWATER ROAD, BROOKVALE NSW 2100 | 02 9938 3122 |

GRANT@SHORECP.COM.AU | GRANT DUFF, HEAD OF ASSET MANAGEMENT

- Followed standard operating procedures to process accounts receivable as well as accounts payable

- Collected information, prepared balance sheets, profit and loss statements, and other reports in order to document financial transactions and summarised financial status pertaining to individual asset portfolios
- Assessed financial discrepancies and reconciled by collecting then analyzing account information
- Drafted management proposals as well as leasing agreements and ensured execution and administration of all related documents were completed accurately
- Utilised Rockend's REST software (CRM & accounting) to maintain owner, property and tenant files as well as apply rent reviews and chase arrears when necessary
- Handled owner and tenant complaints courteously and arranged repairs and maintenance as required
- Created property listings to market for sale or for lease accordingly
- Completed various accounting tasks including but not limited to rent receipting, owner payments, creditor payments and invoice preparation

**ADMINISTRATION OFFICER | NORTHERN SYDNEY LOCAL HEALTH DISTRICT |
APRIL 18TH – SEPTEMBER 30TH, 2017**

MANLY HOSPITAL, 150 DARLEY ROAD, MANLY, NSW 2095 | 02 9462 9731 |
JENN.LEE@HEALTH.NSW.GOV.AU | JENN LEE, OFFICE MANAGER

- Utilised Cerner and Citrix applications to perform back-scanning/forward-scanning duties, as well as research resolutions for inquiries
- Back-Scanning Process: Deconstructed physical files and converted into electronic medical records for staff access across facility servers
- Forward-Scanning Process: Prepped, scanned, quality controlled, validated into patients' medical records electronically, then file physical papers into archiving
- Kept up to date with inter-company and inter-office communiqué via Microsoft Outlook to ensure eLearning modules were completed in a timely manner and workflow maintained with knowledge of server downtimes and staff meetings

**PROJECT COORDINATOR | BRANDPARTNERS AUSTRALIA |
NOVEMBER 24TH, 2016 – APRIL 17TH, 2017**

204/54 FOVEAUX STREET, SURRY HILLS, NSW 2010 | 02 9211 9393 |
PAUL@BPAL.COM.AU | PAUL HERMON, MANAGER

- Transitioned projects from estimation and pre-construction phase to well-defined project execution plans
- Kept projects on schedule by managing deadlines and adjusting workflows as needed
- Consulted with clients and business partners to draft conceptual ideas and assist in the creation of branding designs with our New Zealand studio to produce comprehensive visuals and brand packs as per customer requests and company standards
- Heavily engaged in using Microsoft's Excel software on a daily basis to create pricing proposals, track individual projects, manage each project's finance and accounting details appropriately as well as create monthly invoices

**DATA ENTRY CLERK (TEMPORARY) | PROSTATE CANCER FOUNDATION OF AUSTRALIA |
NOVEMBER 8TH – 22ND, 2016**

3/39-41 CHANDOS STREET, ST LEONARDS, NSW 2065 |
STUART.GUERIN@PCFA.ORG.AU | STUART GUERIN, MANAGER

- Assisted in the completion of daily administrative tasks per standard operating procedures & updated contributor details and gifting selections within system to allow for appropriate invoicing
- Utilised "Donor Management (DonMan) System" to enter data of incoming donations and sort into appropriate divisions for reporting purposes

OFFICE ADMINISTRATOR | JJ QUALITY BUILDERS, PB | SEPTEMBER 8TH, 2015 – JUNE 6TH, 2016
3750 CONSUMER STREET #6, WEST PALM BEACH, FL 33404 | (561) 932-4181 |
JAMES GALIMIDI, MANAGER

- Accomplished any and all secretarial tasks required to alleviate extensive amount of office workload
- Utilised QuickBooks Pro program to manage customer accounts, draft project estimations, create invoices, apply expenses and payments, as well as perform monthly reconciliations
- Conducted business with the utmost in professional courtesy when assisting customers with email and phone enquiries
- Collected customer data and contact details in order to schedule daily appointments for estimate requests
- Educated patrons on office procedures and furnished project timelines to ensure realistic expectations were met

CLERK | PALM BEACH COUNTY COURTHOUSE | JUNE 18TH, 2012 – FEBRUARY 22ND, 2013
200 W. ATLANTIC AVENUE, DELRAY BEACH, FL 33444 | (561) 274-1588 |
NORMA GIDDINGS, SUPERVISOR

- Performed various clerical duties such as drafting, processing and filing court documents to support the needs of the general public
- Data entry of all necessary information provided in regards to civil case proceedings
- Researched digital and hard-copy paperwork to answer civil inquiries and/or resolve statement inconsistencies
- Receipted necessary court/filing fees, and executed disbursements and garnishments as necessary

Education

FULL STACK WEB DEVELOPMENT | MAY 18TH, 2021 | THE UNIVERSITY OF SYDNEY
CITY ROAD, CAMPERDOWN, NSW 2006 | 02 9351 2222

- Certificate of Completion: Front End & Back End Web Development
- An intensive 6-month coding bootcamp focused on HTML5, CSS3, JavaScript, jQuery, Bootstrap, Node.js, MySQL, MongoDB, Express, Handlebars.js & ReactJS
- Related coursework: Full-Stack Programming Languages, Databases, Tools, Frameworks & Software

COMPUTER SCIENCE & INFORMATION TECHNOLOGY | 32 CREDITS | PALM BEACH STATE COLLEGE
4200 S. CONGRESS AVENUE, LAKE WORTH, FL 33461 | +1 (561) 868-3350

- Major: Internet Services Technology
- Minor: Computer Programming
- Related coursework: Microsoft Windows / Microcomputer Applications / Business Mathematics / Business English Review / Fundamentals of Speech Communication / Introduction to Sociology

HIGH SCHOOL DIPLOMA | MAY 21ST, 2010 | PARK VISTA COMMUNITY HIGH SCHOOL
7900 JOG ROAD, LAKE WORTH, FL 33467 | +1 (561) 491-8400

- Vocational Program Certificate: New Media Technology
- Achievements: Honors / Advanced Placement Classes / Club Presidency for Poetry Club / Club Secretary for Multicultural Club
- Extracurricular Activities: Color Guard / FBLA (Future Business Leaders of America) / Multicultural Club / Poetry Club