



Links



<https://missng-git.github.io/Portfolio/>



<https://github.com/MissNG-Git>



<https://www.linkedin.com/in/jessie-n-9302b962/>

Technical skills

- Languages:
HTML, CSS, JavaScript
- Frameworks:
React.js library,
Bootstrap, Express.js
- Databases:
MySQL, MongoDB,
IndexedDB
- Dev Tools:
Git, GitHub, Heroku,
Node.js, Handlebars.js,
Visual Studio Code
- Other:
jQuery, Sequelize ORM,
Mongoose ODM, APIs,
JSON, AJAX, Highcharts,

Summary

A detailed, junior developer utilizing over a decade of customer service and administrative experience to create client-focused UI within functional web development. Having received my full-stack certificate, I aspire to create user-friendly, mobile-first applications, and am driven to further my career in the coding industry.

Projects

SourceE-commerce

GitHub Repository:

<https://github.com/MissNG-Git/SourceE-commerce>

Deployed Application:

<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

GoogleFonts,
FontAwesome

Education

Full-Stack Web

Development Certificate

from *University of Sydney*

May 2021

Computer Science &

Information Technology

Credits from *Palm Beach*

State College

May 2013

High School Diploma From

Park Vista Community

High School

May 2010

Languages

English &

Cantonese, Chinese

Cocktails & Cuisines

GitHub Repository:

<https://github.com/MissNG-Git/Cocktails-Cuisines>

Deployed Application:

<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>

Deployed Application:

<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, Git, Bootstrap, GoogleFonts & FontAwesome

Professional Experience

Contract Administrator at Bridge Housing Limited

July 2019 – October 2020 | Brookvale, NSW

Responsible for supporting the Contract Manager in ensuring the successful roll out of processes and systems implemented to manage the delivery of asset services under the LAHC AMS contract on the Northern Beaches

Key responsibilities

- Supported the Contract Manager in maintaining strong and effective relationships with the maintenance contractor and NSW Land and Housing Corporation
- Maintained high levels of quality client service to tenants by coordinating maintenance works with the contractor and ensuring works are carried out

Achievements

- Enhanced department efficiency by implementing administrative systems (docs, spreadsheets, etc) that eliminated repetitive tasks
- Acknowledged by senior and executive staff for strengthening the organisation's relationship with its clients as evidenced by compliments submitted by tenants and associates

Property Administrator & Accounts Manager at Shore Commercial Property

October 2017– July 2019 | Brookvale, NSW

Responsible for providing administrative support to property managers, assisting with operational asset management and financial reporting

Key responsibilities

- Organized and executed management proposals, leasing agreements and all related documentation
- Reconciled both business and client accounts to ensure there were no discrepancies on statements after processing accounts receivable or accounts payable

Achievements

- Boosted department productivity by transferring tenant and owner files into REST CRM for easy reference, eliminating some need to cite hard-copies

Administration Officer at Northern Sydney Local Health District – Manly Hospital

April 2017– September 2017 | Manly, NSW

Contracted for converting all physical health files into electronic medical records, under strict timelines, in preparation for the scheduled opening of a new hospital

Key responsibilities

- Back-scanning: deconstructed physical files in preparation for converting into electronic records
- Forward-scanning: reviewed, scanned, quality controlled and validated medical records digitally, then archived hard-copies

Achievements

- Praised by supervisors for accomplishing above-average conversion results of about 15% on a daily basis
- Implemented efficient work methods that would produce minimal mistakes and increase overall output by at least 2 files per officer

Project Coordinator at Brandpartners Global

November 2016– April 2017 | Surry Hills, NSW

Responsible for planning, managing and executing fit-out, branding and digital projects

Key responsibilities

- Consulted with clients and business partners to define the project brief, assist in the branding design, prepare a pricing proposal, then execute project plans and keep the customer informed during the entire process
- Managed project scheduling and deadlines, adjusting workflow when needed, to ensure projects were completed on time

Achievements

- Reconciled project financials and accounting details to effectively create monthly invoices

Data Entry Clerk at Prostate Cancer Foundation of Australia

November 2016 | St Leonards, NSW

Temporarily contracted to assist in the data entry and update of both new & regular contributors

Key responsibilities

- Utilised the organisation's 'Donor Management (DonMan) System' to record incoming donations and sort into appropriate divisions for reporting purposes
- Updated contributor details and gifting selections within DonMan to allow for appropriate invoicing

Office Administrator at JJ Quality Builders, PB

September 2015– June 2016 | USA

Responsible for supporting the office manager and roofing team by auditing leads, drafting quotes and processing accounts

Key responsibilities

- Utilised QuickBooks Pro to manage customer accounts, draft project estimations, create invoices and perform monthly reconciliations
- Evaluated customer leads and consolidated contact details to schedule quoting appointments
- Educated patrons on office procedures and furnished project timelines to ensure realistic expectations are met

Achievements

- Accomplished 100% of daily secretarial tasks to alleviate extensive growth of office workload

Clerk at Palm Beach County Courthouse

June 2012– February 2013 | USA

Responsible for performing routine clerical and operations support functions

Key responsibilities

- Managed, processed and docketed receipt of documents, court fees, filing fees, disbursements and garnishments as needed
- Researched official records to fulfil internal and external copy requests, then compiled to resolve civil inquiries and/or resolve statement inconsistencies

Achievements

- Informally recognized for having a keen eye for detail and catching mistakes submitted in client documents before passing through system

Counter Operations Agent & Customer Service Rep at Geek Squad, Best Buy

May 2010– June 2012 | USA

Responsible for providing technical support for a myriad of electronics (i.e., phones, pcs, TVs, appliances), as well as provide general customer service to store patrons

Key responsibilities

- Generated sales by recommending both required and additional support services to customers experiencing technical issues (i.e., software upgrades, hardware repairs, installations)
- Attended to customers at the service desk, over the phone and on the sales floor, with an explicit focus on providing friendly, memorable service

Achievements

- Awarded employee of the month within the first sales quarter of employment for selling the highest number of service and protection plans

- Increased completion rates of our customer satisfaction survey which consistently reflected a positive shopping and service experience
- Received customer compliments directly at least twice a week

Interests

- Further developing coding skills
- Innovative applications that are both practical and eye-catching
- Trying out new, useful dev tools, libraries etc.

References

Available upon request