TSZ SIN NG (AKA JESSIE)

GitHub: https://github.com/MissNG-Git

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Portfolio: missng-portfolio.herokuapp.com | *LinkedIn*: https://www.linkedin.com/in/MissNg

SUMMARY

A detailed, web developer utilizing a decade of customer service and administrative experience to create client-focused UI within functional web development. Earned a certificate in Full-Stack Web Development from the University of Sydney. Aspire to create user-friendly, mobile-first applications. Strengths in creativity, teamwork and motivation to further career in the coding industry.

TECHNICAL SKILLS

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

PROJECTS

SourcE-commerce (collaboration project)

GitHub Repository: https://github.com/MissNG-Git/SourcE-commerce

Deployed: https://murmuring-bastion-13699.herokuapp.com/

- Summary: An application that helps business owners track inventory & sales performance as well as provide an e-commerce storefront for customers.
- Role: Front-End Designer, Back-End Support, Debugger - - Handlebars.js, CSS, JS, Highcharts library, API, routing, MySQL
- Tools: HTML, Handlebars.js, JavaScript, Express.js w/Node, MySQL w/Sequelize, Highcharts.js, Crypto Authentication, Heroku w/ClearDB Git, Bootstrap, GoogleFonts & FontAwesome

Cocktails & Cuisines (collaboration project)

GitHub Repository: https://github.com/MissNG-Git/Cocktails-Cuisines

Deployed: https://luuluu75.github.io//Cocktails-Cuisines/

- Summary: A foodie- & drinkie-friendly application that allows users to search for different cuisine or cocktail recipes by name.
- Role: Front-End Designer, Back-End Support, Debugger - - HTML, CSS, JavaScript, 'Dry' Code
- Tools: HTML, CSS, JavaScript w/jQuery, Foundation framework, Local & Server-side APIs, Git, GoogleFonts & FontAwesome

DIRemptory

GitHub Repository: https://github.com/MissNG-Git/DIRemptory

Deployed: https://missng-git.github.io/DIRemptory

· Summary: An employee directory created to allow the ability to view non-sensitive data about other employees.
· Role: Sole author
· Tools: React.js, HTML, CSS, JavaScript, GitHub pages, GitBash, Random User API (third-party API)

PROFESSIONAL EXPERIENCE

Contract Administrator at Bridge Housing Limited

July 2019 – October 2020 | Brookvale, New South Wales, Australia

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

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, New South Wales, Australia

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

Achievements

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

Administrative Officer at Northern Sydney Local Health District – Manly Hospital

April 2017– September 2017 | Manly, New South Wales, Australia

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

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, New South Wales, Australia

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

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, New South Wales, Australia

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

Office Administrator at JJ Quality Builders, PB

September 2015– June 2016 | Palm Beach Gardens, Florida, United States

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

Achievements

· Accomplished 100% of daily administrative tasks to alleviate extensive growth of office workload

Court Clerk at Palm Beach County Courthouse

June 2012– February 2013 | Delray Beach, Florida, United States

Responsible for performing routine clerical and operations support functions

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 Representative at Geek Squad, Best Buy

May 2010– June 2012 | Boynton Beach, Florida, United States

Responsible for providing general customer service to store patrons as well as technical support for a range of electronics (i.e., phones, pcs, TVs, appliances), while maintaining organization and privacy of customer files at the service desk

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

EDUCATION

Full-Stack Web Development Certificate from *University of Sydney* | May 2021

Computer Science & I.T. Credits from *Palm Beach State College* | May 2013

High School Diploma from *Park Vista Community High School* | May 2010

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 **