**JEREMIAH MEIN**

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**EDUCATION**

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| **Diploma of Business and Business Management** | **2002 - 2007** |
| * Leading and managing a business, Marketing, OSH, Recruitment |  |
| * Became confident in delivering presentations and running meetings |  |
| * Became proficient in using Microsoft Office Suite |  |
| * Gained accounting knowledge as well as legal understanding |  |
| **Bachelor of Commerce Double Major in Business Technology and Business Information Systems (one unit remaining)** | **2017 – 2017 - Present** |
| * Nomination for 2023 Australian Computer Society (ACS) Dennis Moore award * Letter of Commendation for students who the Board of Examiners identifies have demonstrated an outstanding academic standard with a semester 1 average exceeding 75% 2022. * Letter of Commendation for students who the Board of Examiners identifies have demonstrated an outstanding academic standard with a semester 2 average exceeding 75% 2021.   **Units completed**   |  |  | | --- | --- | | * Business Analysis Capstone * Business Application Development * Business Process Management * Business Applications (process re-engineering & SAP ERP Fiori) * Introduction to Business Programming (Python and Google Colab) * Enhancing Your Business Mind * Database (data modelling & SQL with ORACLE APEX) * Business Software Tools (Descriptive Statistics) * Intro systems analysis and design (Requirements gathering and design principles) * Business Systems Implementation * Business Systems Management | * Enterprise Technologies * Information Security * Enterprise Technologies * Information Systems * Business Technology * Project Management * Economics * Introduction to Creative Writing (Article and Essay) * Marketing * Management * Communication * Accounting * Markets & Legal Frameworks | |  |
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**AWARDS AND PROFESSIONAL DEVELOPMENT**

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| * API Design and Fundamentals of Google Cloud Apigee API Platform * Certified Rancher Operator: Level One * Agile Fundamentals: Scrum and Kanban * Azure Fundamentals AZ-900 * Just enough Istio to be Dangerous – Udemy * Power BI Beginner to Advanced Level * PMP Certification Exam Preparation * Celoxis PPM Tool | * Practical Project Management * Cyber Security Awareness (PWC Mauritius) * COBIT5 (Control Objectives for Information and Related Technologies) * Emotional Intelligence Course * Asset Management * SAP ERP Reporting * Clarity Portfolio Tool |  |
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**PROFESSIONAL WORK EXPERIENCE**

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| **Bunnings ITS**  **Release Coordinator, Australia**   * Coordinate and project manage the build and end to end testing for the Staging environment * Coordinate the releases for the API Program * Develop release management processes and rollout across the departments * Workshop and business analysis skills to determine current state processes and work towards improved release management processes * Support the Environment and Release Management vision and strategy for how we manage our environments and releases and develop delivery roadmaps that align to this * Engage with senior stakeholders to verify and update any currently documented business strategy and plans, and/or to bridge between high-level business drivers, business strategy, and the specific business requirements that are relevant to the delivery enablement strategy. * Support the facilitation of release retrospectives to capture any learnings to apply to future initiatives/releases * Understand best practice across the retail industry and best-of-breed customer experiences across all industries and channels * Guide and encourage integration of current and emerging trends and technologies into delivery roadmaps and release plans * Strategic & commercial mindset – seeing ahead to future possibilities and translating them into breakthrough strategies that support business objectives * Collaborates – building partnerships and working collaboratively with others across all levels, to meet shared objectives * Customer-focussed – delivering the right outcomes for our customers, team members, and suppliers * Drives results – consistently achieving results, even under tough circumstances * Innovation Thinking & Problem Solving – exploring complex problems utilising structured methodologies, to resolve problems and define and develop simple and seamless experiences   **Bunnings ITS**  **Project Coordinator, Australia**   * Celoxis configuration setup and customisation including providing training manuals and delivering training across the departments * Successfully delivered three projects into production * Replanned and restarted a parked project Bunnings Connect * Built relationships with interstate stakeholders, technical teams and operational staff * Customised Project Management templates for the PMO * Facilitated stakeholder project update meetings * Requirements gathering facilitation   **Water Corporation**  **Portfolio Analyst Project Controls, Australia**   * Governance Uplift and roadmap * Business Process Management program * Portfolio Governance * Consultation * Executive reporting * Business Process Management (BPM) Project * BPM Tool Selection   **Water Corporation**  **Support Analyst Project Controls, Australia**   * Project Governance and compliance and continuous improvements * Portfolio and Corporate Risk alignment and uplift project * Reporting uplift project * Clarity PPM uplift project * Upgrading, configuring and testing Clarity PPM tool * Project Reporting and variance analysis * Data analysis and user acceptance testing * Nexus, Clarity and Sharepoint troubleshooting and administration * Delivering Training, Workshops and training material * Power BI Dashboard User acceptance testing for Project dashboards * Redesign of project delivery process flow, methodology and templates * Requirements gathering, configuration and upgrade of Clarity PPM tool * Clarity System Administration, upgrade, testing and Training * Clarity and SAP integration requirements and planning * Clarity Power BI troubleshooting and testing * Project Portfolio Reporting and continuous improvements * Utilising SAP to validate project financials * Project, Program and Portfolio Data quality improvement * Contributing to baselining current Governance processes and suggesting improvements to future processes   **ITS Project Coordinator (SDLC)**  **Bunnings IT Support, Australia** | **Jul 2020 – Present**  **Dec 2019 – Jul 2020**  **Nov 2019 – Dec 2019**  **Nov 2018 - Current**  **Jun 2017 – Nov 2018** |
| * Successfully delivered three projects into production |  |
| * Replanned and restarted a parked project Bunnings Connect |  |
| * Built relationships with interstate stakeholders, technical teams and operational staff |  |
| * Customised Project Management templates for the PMO |  |
| * Facilitated stakeholder project update meetings * Requirements gathering facilitation |  |
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| **Project Support Officer**  **Roy Hill, Australia** | **Aug 207 – Nov 2017** |
| * Created customised wiki pages using confluence and Jira JQL for real time project data filters |  |
| * Worked with the PMO to create a Smart Mining project management framework |  |
| * Developed customised PMO templates |  |
| * Worked with finance to setup project accrual method |  |
| * Worked with HR to setup SAP reports for PMO resource requirements |  |
| * Created a PMO reporting procedure |  |
| * Worked with Vendor for rollout of Clicktime time sheeting solution including doing the configuration |  |
| * Developed customised project status reports and imbedded into PMO |  |
| * Built relationships with stakeholders, technical teams and operational staff and represented Roy Hill at Huwaei technology summit |  |
| **Senior Admin Project Support**  **Central Bank of Seychelles** | **Dec 2011 – Apr 2017** |
| * Successfully planned and coordinated the disaster recovery testing and contributed to business continuity |  |
| * Coordinated IT team through PWC infrastructure audit and resolve findings |  |
| * Created procedures and training material including, Sharepoint manual, Customer complaints procedure, SEFT Monitoring procedure, Fixed Asset procedure, Fixed Asset System Manual, Project Management Framework |  |
| * Successfully managed the following projects, Seychelles Electronic Funds Transfer, Electronic Cheque Clearing, SIRESS, Sharepoint, Credit Information System, Fixed Assets, PAT2, Solar Photovoltaic, IT Governance aligning to COBIT5 recommendations and processes for Enterprise Governance |  |
| * Built relationships with stakeholders including, Governor and Deputies, bank staff and CEOs, vendors, World Bank representatives, PWCE, Deloitte, South African Reserve Bank, ABSA * Ensure alignment of Project Portfolio with IMF technological transformation roadmap and corporate vision |  |
| **Supervisor**  **Department of Education and Training, Australia** | **Dec 2002 - Mar 2011** |
| * Developed induction program and training procedure for new department of TAFE services |  |
| * Successfully trained a number of new staff brought in to the TAFE department |  |
| * As System Administration Officer developed and executed test scripts using for the Oracle People Soft Upgrade, built relationships with operational staff, performed troubleshooting, Performed Peoplesoft fortnightly configurations for the payroll run |  |
| * As Systems Administration Officer updated the Oracle Technical Investigation database, utilised SQL to extract testing data sets, maintained security and access control |  |
| * As Business Support Analyst conducted software testing and provided IT administrative support, maintained the active directory and security, produced software manuals |  |
| **HR Systems Project Officer**  **Department of Treasury and Finance, Australia** | **Aug 2010 – Jan 2011** |
| * Successfully performed requirements gathering for Shift and Overtime Allowance of CAGR project |  |
| * Developed and executed shift and overtime allowance test cases using HPQC |  |
| * Worked with technical team for running of engine and performed configurations for move to Production |  |
| * Developed a training manual for end users |  |
| **IT Administrative Assistant**  **Department of Environmental Health, London UK** | **Sep 2009 - Jan 2010** |
| * Performed System administration duties for Acolaid system |  |
| * Performed hardware and software support and troubleshooting |  |
| * Successfully completed the save storage space project |  |

**KEY SKILLS AND COMPETENCIES**

* High level use of Atlassian Jira and confluence
* Ability to
* Agile framework and application to deliver projects
* Technical including configuration, queries and reporting and Devops knowledge
* Business requirements gathering and process improvement
* Able to communicate with technical team, operational and high-level stakeholders
* Excellent Project management skills including requirements gathering and participating in UAT phase
* Highly focused, attention to detail and goals orientated
* Ability to lead manage and motivate cross departmental teams and vendors
* Ability to develop implementation plans and rollout business software
* Attention to detail and software configuration
* Requirements gathering and rolling out new processes and effective change management
* Excellent understanding of software including configurations and understanding of coding and SQL
* Ability to troubleshoot, deliver training and produce training manuals and technical and business procedures

**EXTRA CURRICULAR ACTIVITIES**

Basketball is my favourite sport and I have played in teams in Australia, United Kingdom and in Seychelles at a professional level and coached junior teams. I enjoy music including learning the guitar and Djing and mixing music.