Ridge Tagala

Truganina, Australia 3029

0444531822   Ridgetagala8@gmail.com   WWW: Bold Profile

Experienced in administrative roles and managing office operations, I am a reliable Full Stack Developer who effectively supports business leaders and teams. Strong organizational and communication skills enable seamless coordination and collaboration within the workplace. Consistently maintaining a positive attitude and commitment to customer satisfaction drives the production of high-quality work.

Skills

- Analytical reasoning
- Proficient in task prioritization
- Effective communication
- Cash management
- Data entry

- Effective time allocation
- Effective team collaboration
- Effective troubleshooting
- Computer skills
- Reporting and documentation

Websites, Portfolios, Profiles

- www.linkedin.com/in/ridge-tagala2002
- https://github.com/Ridge19

Work History

Assistant IT Lead

Lifestyle Markets Australia   *November 2024 - Current*

- Assisted manager in all aspects of business operations.
- Answered incoming phone calls to process requests, transfer calls, or relay messages to appropriate personnel.
- Worked closely with management to provide effective assistance for specific aspects of business operations.
- Performed wide-ranging administrative, financial and service-related functions.
- Trained and supervised employees on office policies and procedures.
- Directed automation of office procedures such as correspondence management, recordkeeping and online communications.
- Completed daily logs for management review.

Full Stack Developer

BusinessLocal, Cheltenham, VIC   *February 2024 - Current*

- Reviewed code, debugged problems, and corrected issues.
- Managed development milestones from initial steps through final delivery.
- Developed unit test cases for testing and automation.
- Developed functional databases, applications and servers to support websites on back-end.

- Used NodeJS, ORM and SQL/No-SQL to develop and manage databases.
- Worked with back-end developers to design APIs.
- Corrected, modified and upgraded software to improve performance.
- Coordinated deployments of new software, feature updates and fixes.

Gaming Attendant / Bartender
Deer Park Club   *January 2023 - February 2025*

- Performed cash handling duties, provided change and balanced money at end of shift.
- Welcomed and greeted customers, answered questions, and provided excellent customer service to contribute to memory-making experience.
- Monitored gaming activities in assigned area for gaming illegal actions or suspicious activities.
- Monitored guests and enforced rules, maintaining safety for visitors and staff.
- Oversaw refreshments counter, selling food items to customers and maintaining sufficient stock of products and supplies to meet expected needs.
- Built and established positive relationships with patrons, team members and supervisors.
- Trained new recreation attendants on safety procedures and customer service tactics.
- Adhered to state laws regarding alcoholic beverage services and customer regulations.

Wordpress Developer
St. James the Apostle, Hoppers Crossing, VIC   *December 2021 - December 2022*

- Created and updated re-usable code libraries to streamline WordPress development cycle.
- Leveraged strong understanding of WordPress core to manipulate admin and theme components.
- Provided timely resolution to reported website problems by integrating new solutions into existing platforms.
- Designed responsive, mobile-first websites from design concepts.
- Conducted wireframe and content reviews with clients as part of iterative design process.
- Implemented and assessed performance of SEO best practices.
- Referenced web analytics reporting to enhance designs and improve site performance.

Education

RMIT University
Bachelors of in Computer Science

RMIT University
Associate degree in Information Technology   December 2022

Certifications

Available upon request. Certifications: RSA, RSG, TAB Compliance, TAB ID25, Keno Compliance, WWCC, Police Check.

Community Service & Volunteer Work

- Peer Mentoring (CSIT), RMIT University, 03/01/23, Present, Help Students seek support, guide students to the correct support source, help students with assignments, provide advice/tips.
- CSIT General Volunteer, RMIT University, 03/01/23, Present, Help with admin tasks (merch, tickets), help setup/pack-up events, welcome guests, host events (e.g. Games night).

References

Rachael | Lecturer | RMIT University
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Rhys Lawler | Operations Manager | Deer Park Club
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Matt Langford | Managing Director | Digital Network
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