Xue Tang (Sabrina)

Contact Number: 0401 008 221 **Emai**l: xuet1212@gmail.com

Address: Clayton South VIC 3169 **Github**: https://github.com/Sabrina-web-developer

PROFESSIONAL SUMMARY

Analytical and persistent problem-solver who thrives on out-of-box thinking and getting the details right. Broadly and deeply knowledgeable in a wide variety of computer languages. Highly adept at conveying complex technical information to a variety of professional and lay audiences in a clear and understandable manner. Looking to combine my passion for coding and analyzing to create something that didn't exist before.

PROFESSIONAL SKILLS

HTML5 | CSS3 | Javascript(ES6) | React.js | Node.js | PHP | Git/GitHub | G-Suite | PS | SQL | Jira Agile Software | Git/Github | Website Management |MS 365 | CRM Software Support

Time Management | Self-starter | Critical Thinking | Problem Solving | Relationship Building | Self-supervising | Productive | Team Player.

EDUCATION

06 -08 /2022 **React Development Course**
General Assembly

2017-2018 **Master of Information System and Technology**
University of Tasmania, Hobart, TAS

2007-2011 **Bachelor of Metallurgical Engineering**
Jiangxi University of Science and Technology

EMPLOYMENT HISTORY

IT Solutions Delivery Coordinator – **March 2022– Present**
SisterWorks Inc. (NFT)

- Providing support to ensure fully functioning software and hardware products.
- Managing development, implementation, training, daily operations and troubleshooting of CRM system across organization.
- Coordinating with developers to mobile & web development, project activities, and API integration.
- Assisting with the onboarding of new staff, volunteers, and interns with respect to hardware and software allocation and logins.

- Supporting the technical infrastructure of the Cloud and perform ad-hoc tasks which require coding using PHP on top of the WordPress & Woo-commerce.
- Reviewing of current digital landscape and be integral in 3-year digital transformation.

IT Support Technician – Maincap Pty Ltd　　　　**July 2020 – March 2022**

- Set up and manage all employees IT related hardware and software.
- Assisted with data migration and access management.
- Coordinated with marketing manager to optimize e-commerce websites.
- Performed technical support of operating systems, network and hardware, software.
- Created IT policies across the organization.
- Maintained ICT Security and Privacy.
- Engaged with external service providers as required.

IT Support Officer - RTS PAUACO Pty Ltd/　　　　**Nov 2017 – Jan 2020**
Stonecrest Orchard
- Installed and configured computer hardware, software, and networks.
- Technically supported to the Information Technology Lead Coordinator.
- Maintained of peripheral equipment, computer system, software.

Marketing Analyst - Huabao Peacock Flavor Co., Ltd　　**May 2014- June 2015**
Shanghai China
- Investigated and analyzed business dynamics and performance of competitors (including product efficacy, quality, brand, packaging, production costs, currently implemented price, product market share, sales, advertising, marketing, public relations strategies, and distribution channels, etc.), providing analysis reports.
- Collected market information to help make business decisions.
- Analyzed market trends, putting forward conceptual proposals and promotions for company products.

Data Analyst - Haoyu Technology Information Co., Ltd　　**Oct 2010 - Feb 2014**
Shanghai China
- Developed of detailed performance, qualitative and quantitative analytic reports by using Excel, SPSS etc. for all stakeholders.
- Built relationship with manufactures to dynamically track the industry.
- Developed marketing campaigns to support sales objectives.
- Coordinated various departments to plan and organize meetings, summits.
- Managed website on daily basis
- Other administration duties.

REFEREES

Available upon request