

SHAMPEE BARUA

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CAREER SUMMARY

Naturally creative, resourceful and multi-talented Graphic & Web Designer with 1-year project experience in multimedia and print media. Possess excellent knowledge of Creative Cloud and HTML, CSS with strong ability to work in a fast-paced environment with par excellence work quality and exceptional administrative and customer service skills with a smile. Eager for full-time position in an organisation that values hard work and the capacity to grow.

KEY SKILLS

- A strong knowledge and experience of creating hand coded HTML, CSS & JavaScript
- Experience in web page design layout using Figma, Wordpress
- Programming experience in JavaScript and PHP
- Image creation and manipulation in a package such as Photoshop, Illustrator
- Impeccable organizational, administrative and time management skills with strong ability to multitask under strict deadlines with attention to details.
- Proven ability to relate and communicate with peers and supervisors and excellent written skills.
- Motivated team player with a high degree of initiative and dedicated work ethics with positive learning attitude.
- Strong commitment to organizational goals and values and strict adherence to policies, procedures and practices with ability to contribute creative ideas for continuous improvement.
- Interactive digital skill in developing and designing website on client and server basis.

EDUCATION

Royal Melbourne Institute of Technology, Australia
Bachelor of Information Technology, Ongoing

TAFE Hornsby College, NSW
Diploma of Website Development (with Distinction), 2013

WORK EXPERIENCE

Freelance Web Developer
Shopping USA, CA

01/2014

Responsibilities:

- Creating & Designing the website
- Updating and Uploading Content
- SEO
- Corresponding to client via email or phone
- Creating and sending newsletter

Assistant Web Designer
Berry Web Design, Oatlands NSW

09/2013 – 11/2013

Responsibilities:

- Setting up WordPress websites in a development environment.

- Entering website content into the development environment.
- Customising WordPress theme framework as per requirements provided by the Principal. Work involved following coding languages: HTML, CSS, PHP and Javascript.
- Communicating back to Principal progress of development.

Administration Assistant (Voluntary Work)

05/2012 – 11/2012

The Theosophical Society (Adyar Lending Library), Sydney, NSW

Responsibilities:

- Data Entry of membership and book records
- Administration of library services and office
- Managing lending and returns of library books
- Handling of phone inquiries and customer service

Achievement:

- Created a digital dataset for the members of the library which helps to find and update the record efficiently.

Editorial Assistant

01/2009 – 11/2011

WhatsOn City Guide Ltd, Dhaka

www.whatson.uk.com

Responsibilities:

- Updating and uploading data and images on various sections in the website
- Writing: Features, Articles, News, Book and Film Reviews and Blogs
- Assisting the editing for the editorial team
- Researching, identifying and listing of sports, music and club events
- Contact point for Public Relations activities
- Managing the office administration
- Image resizing, deep etching, colour correcting and retouching

Achievement:

- Produced numerous articles and consistently received positive feedbacks from readers
- Increased online registration of members by 50% to 2,500 by developing trendy and hip web Content for university students in the UK

COMPUTER SKILLS

- Software: Ms Office (Word, Excel, Access, PowerPoint, Visio), Adobe Creative Cloud, Visual Studio, SQL Server Management Studio
- CMS: Wordpress
- Language: HTML5, XHTML, CSS3, Java Script, PHP, SQL
- Strong internet research skills

LANGUAGE

English & Bengali - Strong oral & written communication skill

References available upon request