



Susan Su

Address:

57 Patterson Street
Melbourne VIC 3135

Phone:

0430 300 888

Email:

suchangau@hotmail.com

GitHub:

[SusanSu123](#)

LinkedIn:

[susan-su](#)

Portfolio:

[Ssusan'web](#)



CAREER PROFILE

Enthusiastic and reliable professional with **solid web development experience in the local workplace**

Seeking a full stack web developer role and to make contribution to the employer

SKILL SUMMARY

Language: JavaScript ES6+, HTML5, CSS3, SQL, NoSQL

Applications: GitHub, MongoDB, MySQL

Tools: Express, React, Node, Handlebars, Query, Bootstrap



PROJECTS

Name: Greenteamm Warehouse

Summary: Our team designed and built an app using the MVC paradigm, created our own server-side API, added user authentication, and connected to a database.

Role: Build database, API Routes, CSS, heroku deployment

Tools: HTML, CSS, JavaScript, Bootstrap, GoogleFonts, Photoshop

EXPERIENCE

Payroll Officer

2018-Present

Australian Clinical Labs

- ✓ Processing end-to-end full function of payroll
- ✓ Processing wages, salaries, superannuation, deductions, PAYG and other payments in accordance with statutory requirements
- ✓ Maintaining payroll system, including employee database and payroll details
- ✓ Assisting with Set up various pay rules in system according to EBA and Award
- ✓ Preparing various payroll reports and payroll reconciliations as required
- ✓ Resolving plenty of employee queries, payroll discrepancies and other relevant matters



EDUCATION

- Certificate, Full Stack Web Development --Monash Uni, AU 2021
- Bachelor of Fashion Design --Zhengzhou Uni , China 2011-2015

PERSONAL STRENGTHS

- Superior analytical and problem solving skills with strong “can do” attitude
- Well organized and self-motivated, able to work under extreme pressure and prioritize various tasks to meet rigidly imposed deadlines
- A proactive person with strong ability to make initiatives and improvements

References

Available upon request