

TAMALA HEALY

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PROFESSIONAL SUMMARY

Detail-oriented technology enthusiast transitioning into the tech industry with over a decade of experience in administration, data management, and systems coordination. Recently completed the She Codes Plus program with hands-on experience in HTML, CSS, Python, Django, DRF, JavaScript, and React. Proven ability to learn complex technical systems quickly, manage multiple projects simultaneously, and collaborate effectively with diverse stakeholders. Strong problem-solving skills with a track record of streamlining processes and implementing efficient workflows across healthcare, disability services, and resources sectors.

TECHNICAL SKILLS

Programming & Web Development

- **Frontend Development:** HTML, CSS, JavaScript, React
- **Backend Development:** Python, Django, Django REST Framework (DRF)
- **Projects:** Personal portfolio website, weather application with API integration, community literature platform (crowdfunding concept adapted for collaborative storytelling)

Business & Data Management Systems

- **Enterprise Systems:** Oracle 11i, COUPA, SAM, INX, CMS, Workflow
- **Financial Software:** MYOB, QuickBooks, Xero
- **Microsoft Office Suite:** Advanced Excel (spreadsheet development, data analysis, formulas), Word, Outlook
- **Core Competencies:** Data management, process automation, system implementation, documentation, compliance reporting, quality assurance

EDUCATION & CERTIFICATIONS

She Codes Plus Program | She Codes Australia

Completion: December 2025

- Comprehensive full-stack development training covering HTML, CSS, JavaScript, React, Python, Django, and DRF
- Developed multiple web applications including a personal portfolio, weather app, and innovative community literature platform
- Gained practical experience in version control, API integration, database management, and responsive design

Bachelor of Arts (Psychology - Double Major) | University of Western Australia | 2021

- Strong analytical and research skills, user-centered design thinking, understanding of human behavior and decision-making

Advanced Diploma of Accounting | 2009

- Financial systems expertise, data accuracy, attention to detail, regulatory compliance

Additional Certifications: First Aid with CPR, C Class Driver's License, National Police Clearance, NDIS Screening

PROFESSIONAL EXPERIENCE

Village Allrounder (Administrative Focus) | Mineral Resources Limited

January 2024 – September 2025

- Provided comprehensive administrative support to Village Manager including conducting audits, processing invoices, managing stock control systems, and developing spreadsheet solutions for operational efficiency

- Utilized COUPA procurement system for ordering stock, processing invoices, and receipting inventory, maintaining accurate database records and ensuring compliance with financial procedures
- Created and maintained detailed spreadsheets for stock takes, ensuring data accuracy and implementing FIFO (First In, First Out) inventory management protocols
- Collaborated with cross-functional teams using two-way radio communications and digital systems to coordinate operations across the site
- Maintained strict compliance with OH&S regulations including documentation of pre-start inspections, hazard reporting using digital systems, and adherence to MSDS, JHA, and SOP protocols

Support Coordinator & Housing Officer | Humdrum

June 2021 – November 2023

- Managed complex caseload of up to 30 clients across metro, regional, and remote locations using digital case management systems and databases
- Coordinated multi-stakeholder projects involving clients, service providers, healthcare professionals, and real estate agents, demonstrating strong project management and communication skills
- Analyzed client requirements and developed tailored support solutions, creating detailed documentation and implementation plans
- Designed and implemented procedures and processes to streamline service delivery and improve accessibility for clients and staff
- Maintained accurate digital records and documentation systems, ensuring data integrity and compliance with privacy regulations

Service Coordinator & Business Owner | On Track – Disability Support Solutions

June 2021 – October 2023

- Founded and managed disability support business, overseeing all aspects of operations including team building, service delivery, and client relationship management
- Coordinated client engagement with community organizations and services, managing complex scheduling and resource allocation
- Developed individual support plans and budgets using NDIS systems, providing education to clients on plan management and funding optimization
- Managed complete recruitment lifecycle including interviewing, onboarding, training, and staff supervision, demonstrating leadership and HR management capabilities
- Liaised with NDIS, LAC, and multiple service providers to ensure seamless service coordination and positive client outcomes

Service Coordinator | Plan Navigators Limited

March 2020 – June 2021

- Managed regional expansion operations, promoting service development and coordinating complex support services for individuals with diverse needs
- Developed rostering systems for up to 30 staff members, implementing timesheet processes, managing invoicing workflows, and coordinating procurement of equipment and supplies
- Led recruitment activities including resume assessment, interviewing, onboarding new staff, and coordinating training programs
- Demonstrated effective leadership by maintaining adherence to procedures, conducting quality control, and ensuring KPI objectives were met

Recovery Partner | Southern Cross Care

October 2019 – March 2020

- Conducted comprehensive assessments to determine individual support needs for clients with mental health conditions
- Collaborated with healthcare professionals to create personalized care plans, tracking progress and adjusting strategies using digital documentation systems
- Maintained detailed incident reporting and documentation in compliance with regulatory requirements and restrictive practices guidelines

ADDITIONAL EXPERIENCE

Consumer Rehabilitation Support Worker | Neami National – Albany Step-Up/Step-Down Facility | December 2018 – February 2019

Office Manager | KZ Speech – Albany Office | May 2015 – August 2016

Administration Clerk/ED Ward Clerk | WACHS GS - Albany Health Campus | July 2014 – February 2015

Acting Accounting Officer | WACHS GS Albany Finance Department | May 2012 – July 2014

Accounts Clerk (Temporary) | WACHS GS Albany Finance Department via ATC Recruitment | December 2012 – May 2013

Manager | Jashak Services P/L (Family Company) | 2008 – 2011

PROFESSIONAL DEVELOPMENT

Industry Training: Supported Decision Making, Person-Centred Practice Across Cultures, Professional Boundaries & Incident Reporting, Positive Behavior Support & Recognising Restrictive Practices, Psychosocial Recovery Coach Course, Complex Support Needs Pathway

Crisis Response & Safety: Samaritans Crisis Line Volunteer Training, ASIST – Suicide First Aid, NDIS Worker Orientation Module, Zero Tolerance - Human Rights & You

Professional Engagement: Attended Changemakers Conference (Torquay, Victoria), Practitioner of Emotional Freedom Technique Training

REFERENCES

Kellie Miskiewisc | Supervisor (Plan Navigators)

Mobile: 0407 711 557 | Email: kellie1983@iinet.net.au

Craig Moore | Maintenance Plumber & Carpenter (MRL Carina)

Mobile: 0458201198 | Email: Craig.moore@hotmail.com

Olov Falkmer | Owner/Director (Humdrum)

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