

Contact

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Top Skills

Web Design
JavaScript
Business Analysis

Certifications

Google Analytics Individual
Qualification

Yumeng Li

Web Developer
Nunawading

Summary

I am a website designer, I have excellent experience with web design and development. Have knowledge of HTML/CSS/Javascript/SQL.

Experience

Mustard Seed Lawyers Pty Ltd.

Administrative Assistant

August 2019 - Present (1 year 2 months)

Box hill, Melbourne, Australia

- # Providing administrative support, including data entry, and client data management;
- # Drafting correspondence and document management ;
- # Maintain records and report on the status of matters ;
- # Preparation of forms, distribution, and filing ;
- # Attend to general office requirements ;
- # Undertake general administrative works and file management using Smokeball;
- # Answered and referred inquiries via phone calls or emails;
- # Provided basic ICT support and maintenance including installation, configuration, and update;
- # Set up hardware and software for new employees.

TST Partners Group

Business Analyst

May 2020 - August 2020 (4 months)

Melbourne, Victoria, Australia

- # Prepare the Administrative Documents
- # Management of the digital content via the website from draft, review to publishing through Wordpress
- # Assist in and managing clients' enquires via Facebook Business page
- # Basic troubleshooting with other employees around software function, provide IT support

Work with stakeholders to create novel solutions to problems

GADA Technology Pty Ltd.

Business Analyst

March 2019 - June 2019 (4 months)

Melbourne, Australia

Liaised between the IT department and clients

Gathered and evaluated clients' business needs, extracted requirements, and documented the business' required conditions and capabilities

Transformed clients' requirements into User Stories and Acceptance Criteria

Wrote clear requirements and created process diagrams to support the business needs, including Capability Matrix and workflow

Assigned, reported and escalates bugs, defects, and requests in the JIRA

Monitored the solution developed will meet the business requirements

Regularly reported to stakeholders

Performed manual testing

Created and maintained training materials, provided support and training for clients.

Created and edited User Manual

FAW – Valeo Automotive Air Conditioning Co. Ltd.

IT System Engineer

February 2014 - April 2017 (3 years 3 months)

Changchun, Jilin, China

Provided the first point of contact for level 1 support and technical advice for ICT hardware, software, network, and peripherals, including Installing, configuring, maintaining and troubleshooting via phone or on-site

Liaised with third-party suppliers for reporting or escalating issues and requests

Gathered and evaluated departments' needs, and work with suppliers to meet requirements

Performed manual software testing and the User Acceptance Testing process

Created and maintained training materials

Provided training lecture or on-site support to end-users, wrote and edited User Manual

Assisted in preparing, maintaining procedures for logging, reporting, and monitoring end-user operations

Created and managed accounts, and configured hardware, software for employee on-board

- # Administered application software, including monitoring, updating and managing ERP, PDM, and other application software
- # Processed purchase requisition and place purchase order (PO) in ERP
- # Monitored PO receipting, follow up any overdue POs with purchase requestor or supplier
- # Created, managed and recorded documentation

Education

Performance Education

Professional Year, Information Technology · (2019 - 2020)

Central Queensland University

Master's degree, Information Technology · (2017 - 2019)

Jilin Business and Technology College

Bachelor's degree, Computer and Information Sciences and Support Services · (2012 - 2014)