YUMENG_LI

My Portfolio Website:
https://yumelol.github.io/my-portfolio/

GitHub:
https://github.com/YumeLoL

LinkedIn:
https://www.linkedin.com/in/yumeng-li-7b0993184/

Phone:
0420859366

Email:
yumeee.lol@gmail.com

Technical Skills

Programming Languages:
HTML, CSS, Javascript
(basic) Java, C++.

Platform:
WordPress

Design Tools:
Adobe XD, Adobe AI, Adobe PS

Management System:
ERP System, PDM System, JIRA Ticketing System, and Smokeball.

Operating System:
Windows XP/7/10.

Computer Software:
Microsoft Office Suite (Excel, Word, Power Point), Office 365.

Spoken Languages:
Bilingual fluency (written, read and spoken) in English and Mandarin.

Career Objective

I am a web developer with excellent experience with web design and development. Have knowledge of HTML/CSS/JavaScript. I am passionate about creating clean & user-friendly websites. I extremely enjoy the process of developing a website and I have a strong willingness to learn new things to develop cool stuff.

Employment

Mustard Seed Lawyers

Box Hill, Melbourne   Aug 2019 - Present

Assistant(part-time)

\# 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

Melbourne CBD   May 2020 – August 2020

WordPress Developer (Intern)

\# Management of the digital content via the website from draft, review to publishing.
\# Design and develop webpages on WordPress weekly.
\# Assist in and managing client's 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.
\# Prepare the Administrative Documents.

GADA   Melbourne CBD   Mar 2019 – Jun 2019

IT Business Analyst (Intern)

Liaised between the IT department and clients.

Gathered and evaluated clients' business needs, extracted clients' 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.

Education

Performance Education   Jun 2019 – Sep 2020
Professional Year, Information Technology

Master of Information Technology   Jul 2017 – Jul 2019
Central Queensland University, Melbourne, Australia

Bachelor of Computer Science and Technology   Jul 2010 – Jul 2014
Jilin Business and Technology College, Changchun, China

Reference

Reference can be provided upon request