AUGUSTINA OO

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LinkedIn | GitHub Portfolio
📍 Hoppers Crossing, Victoria, 3029

Summary

Motivated and adaptable final-year Bachelor of Information Technology student at RMIT University with a diverse background in law, entrepreneurship, and technology. Actively seeking opportunities to contribute to the future of technology, I'm especially interested in emerging fields such as Cloud/Cyber security and AI, where my passion for innovation, precision, and continuous learning can help shape meaningful digital solutions.

Work Experience

eCommerce Coordinator (Volunteer)
*Big Group Hug, (***Community Help for Family in Need)** - Jun 2024 - Present
- Managed inventory, eBay orders and resolved customer inquiries to ensure smooth operations.
- Coordinated with the team for efficient order fulfillment.

Front of House Staff & Barista
No 93 BBQ House - May 2023 - Dec 2024 (1 year 8 months)
- Solved customer complaints by active listening and provided other options for their choices.
- Managed POS system such as adding menu items and payment transaction.
- Answered phone calls from customers inquiring about take-out orders or reservations.

Corporate Lawyer
*Myo Win & Associates Law Firm-*Jan 2018 to Feb 2021 (3 years)
- Prepared and negotiated contracts, ensuring legal compliance.
- Founded and registered corporate entities.
- Represented clients in legal proceedings.

Startup Founder
Visual InnoCreative Production - Jan 2019 - August 2022 (3 years 8 months)
https://www.facebook.com/innocreative.mm
- Led a digital media and marketing production company, delivering innovative solutions to clients.
- Developed creative strategies and ensured high-quality content production.
- Managed customer relations, addressing inquiries and feedback promptly.

Skills
- Systems: Microsoft 365, Cisco Packet Tracer
- Analytical Thinking & Problem-Solving

- Programming: Java, Python
- Networking & Virtualization: TCP/IP, routing protocol (EIGRP, OSPF), VMware, Hyper-V
- Web Development: HTML, CSS
- Attention to Detail
- Communication & Stakeholder Engagement
- Time Management & Prioritization
- Adaptability & Resilience

Education

Bachelor of Information Technology from RMIT University
Expected to finish in November 2025
Focus: Project Management, Cloud Security, Software Testing, Full Stuck Development

Associate Degree in Information Technology from RMIT University
Finished 2024
Focus: Virtualization, Unix Administration, Cybersecurity, Networking, Software Engineering, Further Programming (Java)

Diploma of Information Technology from RMIT University, Australia
Finished 2023
Focus: UX Design, ICT Project Management, Object-Oriented Programming (Python, Java)

Bachelor of Law from Mandalay, Myanmar
Finished 2014
Focus: Myanmar Customary Law, Law of Tort, Legal Ethic, Method of Studying Law, Criminal and Civil law, International Law

Languages

English: **Burmese:**

Full Professional   Native

References

Francesca Ligabo
Volunteer Manager
BIG GROUP HUG
(Community Help for Family in Need)
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Vinay Michael
VE Teacher
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