

Belinda Shan

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PROFILE

Highly motivated software engineering student and aspiring web developer with a strong foundation in accounting and finance. Strong logical thinking, data analysis, and attention to detail. Skilled in web development, with practical experience in creating web pages and completing React.js course with GA. A dedicated team player with problem-solving abilities and a passion for technology. Eager to embrace new challenges and continuously enhance web development skills. Seeking opportunities to contribute to innovative projects as a developer.

KEY CAPABILITIES

- **Problem-solving and Analytical Skills:** To solve complex problems, break down problems, gather and critically examine the information relevant to the issue, evaluate solutions, and draw logical options or conclusions. Try to avoid or minimize any negative impacts from the action.
- **Teamwork and Collaboration:** Skilled in communicating project goals, sharing feedback, and able to give accurate, effective, and timely support. Able to balance independent and collaborative work, be respectful in all relationships, and put the team's success above my interests. Ability to work positively within a team environment and contribute to a positive team culture that fosters innovation and success.
- **Project Management:** Prioritise tasks and manage time effectively in order to meet project deadlines. Breaking down large tasks into smaller, more manageable ones, estimating the time required for each job, and allocating time accordingly. Being able to adjust plans and priorities to anticipate and respond to stakeholder needs and expectations.
- **Continuous Learning:** Committed to continuous learning and seeking out opportunities to expand knowledge and skills, enable to stay up-to-date with the latest technologies and industry trends. Some ways are: taking online courses, participating in coding challenges, and reading relevant blogs and articles.

SYSTEMS & APPLICATIONS

Technical skills: HTML, CSS, React, JavaScript, NodeJS, C, Python, MySQL, Git.
Accounting software: Oracle, Xero, MYOB, Power BI, and Microsoft 365.

QUALIFICATIONS and CERTIFICATIONS

Foundations of Software Engineering Program	Holberton School	2023
React Development	General Assembly	2023
Learning Path – Beginner & Professional	Frontend Master	2022
CS50's Introduction to Computer Science	HarvardX	2022
Bachelor of Commerce	Monash University	2013

CAREER SUMMARY

Accountant	HungryPanda AU P/L, Melbourne	Mar 2020 - Jun 2022
Import/Export Documentation Officer	Shanghai Textiles IMP.& EXP.Co.Ltd	Jan 2018 - Dec 2019
Education Consultant	OzStudy Group, Melbourne	Sep 2016 - Aug 2017
Assistant Accountant	Provence Café, Melbourne	Feb 2015 - Jul 2016

EXPERIENCE

Software engineering student

Holberton School

Feb 2023 – Present

A coding school provides a collaborative project-based curriculum.

Experience:

- Engaged in daily stand-up meetings with peers and a Software Engineer in Residence, mimicking real-world company routines, to discuss progress and plan the day's activities.
- Experienced both Project Days (PD) and Peer Learning Days (PLD) to work on various projects and discuss concepts in groups.
- Actively collaborated with peers throughout the day, fostering teamwork and communication skills.
- Participated in white-boarding sessions and engaged in active peer dialogue during PLDs, improving problem-solving and conceptual understanding.
- Utilized a non-competitive learning environment to support and assist peers, fostering a culture of collective success.

Accountant

HungryPanda AU Pty Ltd

Mar 2020 - Jun 2022

A lifestyle platform, covering online delivery, retail, grocery delivery and lifestyle services in nine countries.

Responsibilities:

- Led completion of financial reconciliation, accounts receivable and payable management, preparation of various financial statements, diagnosis of financial health, production/analysis of financial reports, etc.
- Regularly caught up with the IT support team and worked as a consultant from the financial team to discuss new features request.
- Regularly caught up with the sales team, designed and created a financial pricing model for the market event.
- Prepared quarterly financial training for the sales department, mainly focusing on explaining the company's latest financial policies, financial pricing models for events, and restaurant partners' frequently asked questions.

Achievements:

- Discussed and participated in implementing a new financial accounting system (Oracle) which proved to be 35% more efficient than the old one (Xero).
- Combed through the expenditure request process, arranged and conducted a financial review to identify critical areas of overspending for each department, which reduced monthly outgoings.
- Assisted the IT department in establishing a connection between the enterprise backend data and the new accounting system, improving data transmission efficiency and fully automating basic data processing.
- Assisted marketing departments in building pricing models for events to help them better control their budgets, resulting in a 40% more efficient use of event funds.

Documentary specialist

Shanghai Textiles IMP.& EXP.Co.Ltd

Jan 2018 - Dec 2019

A professional foreign trade company, mainly engaged in the export of all kinds of textile raw materials and various types of clothing.

Responsibilities:

- Created export documents, reviewed and managed export certificates, and met the time requirements for overseas delivery of documents.
- Tracked the delivery of each batch of goods, and checked the relevant data.
- Collected and provided material contact points to communicate with banks, customs, transportation and insurance.

Achievements:

- Ensured that all required documentation is processed accurately and in a timely manner, which helped to prevent delays and reduce the risk of costly mistakes.
- Successfully navigated the complexities of import and export regulations and ensured that all necessary documents and permits were in order to avoid any legal or regulatory issues.

- Built strong relationships with suppliers, customers, and freight forwarders, to facilitate smooth communication and ensured that all parties were well-informed throughout the shipping process.
- Won Dream Team Award for 2019.

Education Consultant

OzStudy Group

Sep 2016 - Aug 2017

An education and migration company in Australia.

Responsibilities:

- Worked as a consultant team member to assist students with choosing institutions and courses and completing application forms and related paperwork.
- Communicated with clients effectively and designed an ideal service plan by considering different applicants' requirements and processing progress.
- Received regular training from universities and institutes about updated information, then gave a presentation to team members and explained the latest policies.

Achievements:

- Guided international students through the Australian university application process, and received the highest percentage ranking within 8 members consultant group for client satisfaction.
- Created systems and tracked data using Excel, streamlining information, and improving communication efficiency.

Assistant Accountant

Provence Café

Feb 2015 - Jul 2016

A café shop in Melbourne provides a variety of food items.

Responsibilities:

- Processed cash and credit transactions, and used MYOB to reconcile daily summaries of transactions with the balance book.
- Prepared monthly closings by creating journal entries and reconciling accounts.
- Assisted accounting firm in preparing store's monthly income statements and reported tax returns in the financial year.

Achievements:

- Maintained 100% accuracy of the company monthly bank reconciliation.
- Streamlined the AP process, maintained effective communication with suppliers to improve the timeliness of payment and obtained 100% supplier satisfaction.

STUDY PROJECTS

Personal Portfolio

- Project description: A clean and simple personal portfolio website.
- Technology involved: React, HTML, CSS.
- Live Demo: <https://blingblingda.github.io/react-resume-belinda>

Hi Cuties

- Project description: A pet photo showcase website demo.
- Technology involved: React, HTML, CSS.
- Live Demo: <https://blingblingda.github.io/hi-cuties/>

Simple Shell (with Eva Micich)

- Project description: A simple UNIX command interpreter (a custom shell).
- Technology involved: C
- GitHub repo: https://github.com/belindaHBTN/holbertonschool-simple_shell

REFEREES

provided on request