Caroline Thomson

Adelaide, South Australia

Phone: 0459 525 350 | **Email**: carolinemaee@live.com
LinkedIn: www.linkedin.com/in/caroline-thomson-4279aa23a
Portfolio: www.carolinethomson.dev

Summary

Aspiring full stack developer, passionate about creating useful and user-friendly software. I am very driven and adaptable, I love to learn and grow, and be challenged using my problem-solving skills. With high attention to detail, I can work individually to overcome any obstacle. Having extensive administrative experience in many environments, and my very kind and warming personality, I can also work well within a team and love being able to bounce off, learn from, and assist others.

Technical Skills

Skill	Rating
HTML5, CSS3, Git	★★★★★
JavaScript, jQuery	★★★★☆
React	★★★★☆
Bootstrap, React-Bootstrap	★★★★☆
MySQL, NoSQL	★★★★☆
MongoDB	★★★★☆
Apollo, GraphQL	★★★★☆
Node.js	★★★★☆
Express.js	★★★★☆
Handlebars.js	★★★★☆
APIs Web, Third-Party & Server Side	★★★★☆
Python	★☆☆☆☆
C++	★☆☆☆☆

Projects

Job Tracker

Deployed URL:	https://carolines-job-tracker.herokuapp.com
GitHub Repo:	https://github.com/carolinemae/Job-Tracker.git
Description:	This web application was created to simply keep track of equipment, employees, and project progression.
Softwares/Platforms:	HTML, CSS, JavaScript, React, Apollo, Bootstrap, React-Bootstrap, GraphQL, Bcrypt.js, Node.js, Express.js, Mongoose, JSON Web Token, Moment.js

More under construction…

Education

The University of Adelaide   May 2022 – Nov 2022
Full Stack Web Development Bootcamp

Employment History

Eichler Earthmovers Pty Ltd Mannum, South Australia   Jun 2021 – current
Administration

- Administrative support to Works Manager, Business Manager, Project Manager/Engineer, and Accounts Department
- Customer service and correspondence
- MYOB – invoicing, payments, and accounts
- Pricing and quotation
- Scheduling of deliveries and works
- IT support
- Liaising with customers and suppliers

A Class Joinery Adelaide, South Australia   June 2020 – Aug 2022
AutoCAD Joinery Drafter (Contractor)

- Create and provide shop drawings for residential and commercial projects using AutoCAD
- Quotation and invoicing
- Liaise with clients

Emilia Jane Kitchens Murray Bridge, South Australia   July 2019 – June 2020
Microvellum Programmer / Joinery Drafter

- Shop drawings for residential and commercial projects using Microvellum software
- Liaise with customers, builders, and other contractors
- Quotation
- Train and assist junior drafters

Emilia Jane Kitchens Murray Bridge, South Australia   Mar 2017 – July 2019
Business Systems Administrator

- Manage Empower scheduling software
- Train employees to use Empower software
- Quotation and invoicing
- HR – employee payroll and administration
- Administrative support to the General Manager and Operations Manager
- Assist with the implementation of WH&S Practices and Company Policies

Kookaburra Homes Murray Bridge, South Australia   Apr 2016 – Mar 2017
Selections Consultant

- Scheduling and hosting meetings with clients
- Liaise with the sales, pre-constructions, estimating, constructions teams, and suppliers
- Liaise with clients to create building and construction schedules

Kookaburra Homes Murray Bridge, South Australia   Jan 2016 – Apr 2016
Construction Administrator (temporary position)

- Liaise with clients, supervisors, contractors, and suppliers
- Provide PA support to the Construction Manager
- Web QA system data entry and upkeep
- Use of Constructor software
- Daily, weekly, and monthly construction reporting
- Apply for and manager permits (route surveys, council approvals, clearance certificates, etc.)

Ravensthorpe Country Kitchen Ravensthorpe, Western Australia   Feb 2015 – Aug 2015
Accounts Administrator

- Payroll
- Accounts payable and receivable

Piacentini & Son Ravensthorpe Nickel Mine, Western Australia   June 2013 – Aug 2015
Site Administrator

- Daily data entry and database management
- Direct assistance to the Project Manager
- Daily reporting to the Project Manager, Projects Manager, and client
- EOM reporting
- HR – contact potential employees, mobilise new employees
- Employee roster management and payroll
- Organise medical appointments, flights, and accommodation bookings
- Management of personnel files and confidential documents
- Manage stock
- Manage procedure manuals
- Machine utilisation
- Train new employees

Woolworths Pty Ltd Murray Bridge, South Australia   Sept 2011 – Apr 2013
Cashier Assistant

- Customer service

References

Referees available upon request.