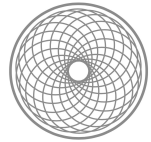


# LEI WANG

<https://leiswebdev.netlify.app>

10 Westbrook Drive,  
Keysborough. VIC 3173  
wadane@gmail.com  
0413354003



## PROFESSIONAL SUMMARY

*A junior web developer who is prepared to embrace the most significant challenge of my career.  
A dependable salesperson and proficient IT administrator, contributing to the success of 2 prominent companies  
in the bathroom and kitchenware industry in S.E. Melbourne*

## PROFESSIONAL EXPERIENCE

*BRIGHT RENOVATION INTERNATIONAL , DANDENONG STH/RINGWOOD, August 2019 – CURRENT*

### **SHOWROOM CONSULTANT/ IT ADMINISTRATOR**

- Pioneered management of company website and online stores on various platforms such as Brightrenovation.com.au, Ebay, Catch, Amazon etc to maximizing company exposure online and gaining extra profit
- Current ongoing work on a new website project for current employer's new imported branding.
- Demonstrate excellent customer service, showing products, offering recommendations, fulfilling requests, answering inquiries, etc. for bathroom and kitchen products at locations of 2 branch stores
- Navigate creation, tracking and fulfillment of customer orders with MYOB software
- Spearhead daily operations such as preparing quotations, coordinating accounts payable and credit data with Excel, etc.
- Oversaw warehouse duties, checking and allocating inward goods and collating and delivering outward goods
- Align objectives with various importers, manufacturers, courier/logistics companies to facilitate efficient operations and build strong partnerships

*SUNNY GROUP(AUST) P/L, DANDENONG STH, May 2019 – August 2019*

### **COORDINATER(WAREHOUSE)**

- Unloading the products from containers or trucks and check to ensure that they match with the packing documents such as the bill of lading, shipping invoice or delivery note.
- Picking the goods for dispatch from their various storage locations and assembles them before verifying that they are in good condition and may be shipped to the customer.
- Operating equipments, including hi-reach forklift, order picker forklift, counter balance forklift and all sorts of electronic tools (to modify goods when needed).
- Inventory control, report to general manager regarding any stock availability issue.

*CHOICE BATHROOMS & KITCHEN SUPPLIES, SPRINGVALE, April 2014 – March 2019*

### **SHOWROOM CONSULTANT/ WAREHOUSE STOREPERSON**

- Demonstrate excellent customer service, showing products, offering recommendations, fulfilling requests, answering inquiries, etc. for bathroom and kitchen products including appliances
- Navigate creation, tracking and fulfillment of customer orders with Reckon Quickbook
- Spearhead daily operations such as preparing quotations, coordinating accounts payable and credit data with Excel, etc.
- Website creating and maintaining through Adobe Dreamweaver in accordance to company's stock level and sales campaigns.
- Oversaw warehouse duties, checking and allocating inward goods and collating and delivering outward goods

- Align objectives with various importers, manufacturers, courier/logistics companies to facilitate efficient operations and build strong partnerships
- Pioneered management of company website and online shop, to maximizing company exposure online and gaining extra profit

HILL STREET GROCER, HOBART, June 2011 – January 2014

**FRESH PRODUCE RETAIL ASSISTANT**

- Directed inventory efforts, unloading goods, rotating stock, monitoring items, and placing orders
- Conducted fulfillment of customer orders, picking, packing and dispatching goods
- Established processes to ensure organization, cleanliness and safety in the warehouse
- Liaised with customers, answering inquiries, fulfilling requests, directing phone calls

ANGELICARE TASMANIA, HOBART, March 2011 – August 2012

**AGED CARE & DISABILITY SUPPORT WORKER**

- Offered services to people with varying disabilities to aid them in achieving desired quality of life, in accordance with rehabilitation, healthcare and support focus plans, and relevant standards
- Arranged and supervised activities designed to enhance physical, social and emotional wellbeing.

AIR CHINA, CHENGDU, CHINA, February 2007 – January 2008

**AVIATION IMPORT & EXPORT ADMIN**

- Coordinated orders of aviation materials for all domestic airlines, predominantly parent company Air China
- Cultivated strong relationships with multinational industry leaders including Honeywell, Boeing, RR etc.

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## **EDUCATION AND CREDENTIALS**

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DIPLOMA OF INFORMATION TECHNOLOGY (WEB FRONT END DEVELOPMENT) FEB 2023- DEC 2023 (TO BE COMPLETED)

*Holmesglen institute, Melbourne*

CERTIFICATE IV OF WEB DESIGN, 2014

*Open colleges, Sydney*

CERTIFICATE OF FIRST AID, 2011

*Australian Red Cross, Hobart*

MASTER OF BUSINESS IN INTERNATIONAL BUSINESS, 2010

*University of Tasmania, Hobart*

BACHELOR OF ARTS IN ENGLISH AND INTERNATIONAL TRADE, 2007

*SISU, China*

FORKLIFT LICENSE, 2012

*Hobart, Tasmania*

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## **ADDITIONAL INFORMATION**

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**Languages:** English, Chinese Mandarin (bilingual)

**Technical Proficiencies:** Point of sales software(MYOB, QuickBooks), Microsoft Office Suit, Adobe Web Design Suite, Visual Studio Code etc.

***Front End Skills and Technologies:***

React.js  
JavaScript  
Object-Oriented Programming Principles and Techniques  
Asynchronous Programming  
TypeScript  
Unit Testing  
GIT  
Node.js & NPM  
SASS  
HTML5 & CSS3  
Responsive Design  
User Interface and User Experience Design  
SEO and Accessibility Essentials  
Webpack  
Babel  
Web Marketing Essentials  
Deployment

***Back End Skills and Technologies:***

Node.js (Server-Side Scripting)  
NPM  
Express.js  
Database Design (MongoDB, MySQL, and Firebase)  
Restful API Design  
Authentications & Authorization  
Docker Basics  
Cloud Deployment  
Other Skills and Certifications:

AWS Certified Cloud Practitioner(Acquired)  
AWS Certified Solutions Architect-Associate (Exam booked on 18/09/2023)

***Currently Studying:*** WordPress, PHP, Firebase....

*References available upon request*