



## 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 ADMIN**

- Building a sub-brand website [www.sylinn.com.au](http://www.sylinn.com.au) with modern FERN stack techniques.
- Pioneered management of company website and online sales on various platforms such as Brightrenovation.com, Ebay, Catch, Amazon etc to maximizing company exposure online and gaining extra profit
- 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

*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
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*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- NOV 2023**

*Holmesglen institute, Melbourne*

**AWS CERTIFICATION 2023**

*AWS Certified Cloud Practitioner*

*AWS Certified Solutions Architect-Associate*

**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*

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## ADDITIONAL INFORMATION

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**Languages:** English, Chinese Mandarin

**Technical Proficiencies:** Point of sales software(MYOB, QuickBooks,Reckon), 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  
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***

### ***AWS Certified Solutions Architect-Associate***

Currently Self-Studying: PHP, AWS Certified Developer-Associate, Google Digital Marketing & E-commerce Certificate.

*References available upon request*

