



# DARSHI GABANI

IT Graduate | Digital Support & Project Coordination

## CONTACT

+91 84900-51253

darshi.gabani2001@gmail.com

Lotus-24, Surat, Gujarat.

## PROFFESIONAL SKILLS

- Client meetings & requirement gathering
- Task tracking & documentation
- Team collaboration
- Scheduling & time management
- Customer service
- Staff training & supervision

## EDUCATION

Bachelor of Information Technology

University of South Australia

Completed July 2025

Recent Bachelor of Information Technology graduate with hands-on experience in website projects, customer service, and team support roles. I enjoy working with people and technology and have a strong interest in digital tools, basic marketing, and project coordination. I bring a practical mindset, good communication skills, and a willingness to learn. Looking for an opportunity where I can grow while supporting business and technical operations. Open to both remote and office-based opportunities.

## TECHNICAL SKILLS

- HTML, CSS, JavaScript
- ReactJS & Tailwind CSS (university projects)
- Responsive web design
- GitHub version control
- Website updates & basic troubleshooting
- Online forms and booking features

## DIGITAL & BUSINESS SUPPORT

- Social media setup (Instagram, Facebook, Google Business)
- Canva content creation
- Basic captions and posts
- Supporting online presence
- Customer enquiry handling
- Digital file organisation

## TOOLS & PLATFORMS

- ReactJS
- GitHub
- Canva
- Google Business
- Microsoft Office

## KEY STRENGTHS

- Reliable and organised
- Strong communication
- Quick learner
- Client-focused
- Team player

## LANGUAGE

- English
- Hindi
- Gujarati

## REFERENCES

### Prof. Tricia Vilkinas

Phone: +61 438 438 151

Email: tricia.vilkinas@internode.on.net

## PROJECT EXPERIENCE

### CLIENT WEBSITE DEVELOPMENT – CAPSTONE PROJECT (2025)

- Worked in a team to design and develop a responsive website for a real client
- Attended client meetings and helped gather requirements
- Assisted with booking and discussion features
- Used ReactJS, Tailwind CSS, and GitHub
- Gained experience in teamwork, communication, and practical development
- Project received Best Capstone Project award

## WORK EXPERIENCE

### Hungry Jack's – Shift Supervisor (2021–2025)

- Supervised daily shifts and supported managers
- Trained new team members
- Delivered customer service in fast-paced environments
- Managed cash handling and store operations

### Liberty Petrol Station – Store Manager (2020–2022)

- Managed staff rosters and daily operations
- Handled banking, sales reconciliation, and inventory
- Resolved customer issues professionally
- Supported team performance and scheduling