

# ELLEN PHAM

Junior Web Developer

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[Portfolio](#) | [GitHub](#) | [LinkedIn](#) 

Melbourne, VIC 

## SUMMARY

Highly motivated and versatile professional with previous experience in employment services, now dedicated to transitioning into web development. Eager to leverage my HTML, CSS, Python, JavaScript skills acquired through recent coding bootcamp graduation and active self-study. An adaptable and quick learner with strong attention to detail and exceptional work ethic. Possess the ability to work under pressure and in a culturally diverse environment. Excited to bring a unique perspective and a drive for excellence to a dynamic development team.

## KEY PROJECTS

### API Web Server - Local Tour Booking

- A back-end development project for a self-operated tour booking platform to connect travellers with local guides worldwide. Full CRUD functionalities for admin and users with authentication/authorization using JWT.
- Tech stack: Python | Flask | PostgreSQL

### Personal Portfolio Website

- A front-end project, originally built with merely HTML and CSS. Version 2 rebuilt with JavaScript and React for modular code and more dynamic interface.
- Tech stack: HTML | CSS | JavaScript | React

## KEY SKILLS

Web Development  
Coding | Troubleshooting  
Data management | Customer Service  
Communication | Collaboration  
Problem-solving | Critical Thinking  
Adaptability | Time management

## TECH SKILLS

**Front-end** HTML | CSS | JavaScript | React  
**Back-end** Python | Flask | Node | Express  
**Database** PostgreSQL | MongoDB  
**MS Suite** Word | Excel | PowerPoint  
**Other** GitHub | VSCode | Figma

## REFERENCES

Available on request

## WORK EXPERIENCE

### **Resourcing Specialist**

**PROGRAMMED SKILLED WORKFORCE | 2019 - 2022**

- Efficiently managed, scheduled, and maintained high-volume staff rosters of up to 10 clients with a database of +300 employees, including Dnata and Pacific Brands.
- Worked closely with account managers and clients to develop workforce plan, minimized monthly unfilled shifts, and actively provided employees to fulfil more than 2/3 of overall orders compared to other agencies.
- Performed resourcing tasks, including sourcing and phone screening potential candidates.
- Handled +30 outbound and inbound calls, managed team mailbox with +100 emails per day, promptly act on urgent client requests and employees' enquiries.
- Built strong relationships with employees to enhance trust, commitment, and job satisfactory by providing constant support and regular check-ups.

### **Data Management Intern - Automotive Aftermarket**

**ROBERT BOSCH (SEA) PTE LTD. | Feb - Aug 2017**

- Performed data entry and data gathering to and from SAP platform to build up Excel database, supporting information exchange between the central coordinating team and the regional offices in Asia Pacific.
- Generated monthly sales report and department budget reports.
- Assisted in organizing meetings and workshops.

## EDUCATION HISTORY

### **Coder Academy**

Diploma of IT | Graduated by Dec 2023

### **La Trobe University**

Master of International Business | 2015-2016

### **Foreign Trade University Vietnam**

BS. Economics and International Business | 2011-2015

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November 15, 2023

Dear Hiring Manager,

I am writing this letter to express my aspiration to join your company as Junior Web Developer through the Coder Academy industry placement program.

In my previous roles, I have honed various skills, including customer service, client relations, data management, problem-solving, attention to detail. I also performed tasks on several internal data management systems and received positive feedback for promptly picking up technical tasks, I found myself genuinely enjoy working with systems. These attributes, coupled with my lifelong passion for web design and development have motivated me to take the leap into coding.

In 2020-2021, I took a career break due to childbearing responsibilities. This 24-hour job has enhanced my personal skills, including multitasking, discipline, negotiating and maintaining calm and patient in high-pressure situations. During this time, I keep a strong determination for career transition. Therefore, I have committed to the Coder Academy bootcamp and acquired considerable skills in HTML, CSS, Python and JavaScript. Throughout my education and career, I have demonstrated a commitment to continuous learning and adaptability, I am excited to apply these traits to the ever-evolving field of web development.

Highlights during my last role as resourcing specialist at Programmed and as student at Coder Academy:

- As an employee, I responsibly performed any tasks at hand, and in a timely manner. I always kept my staff database up-to-date and stay on top of current situation for accurately reporting at any time.
- I strived to fulfil client's orders by effectively manipulating the rosters, hence, usually got the high rate of filled shifts among co-workers and trust from management team for the quality of work.
- As a student, I commit in self-directed learning, actively ask questions, clarify problems, and will not stop troubleshooting until a problem is solved.
- I diligently work on refining my skills and delivering quality products, which have been demonstrated through my academic records.

The industry placement would be a great opportunity to contribute my skills while immersing myself in a collaborative and innovative development environment. I am confident that my diverse background, together with my dedication and exceptional work ethic, will make me a valuable candidate for this role.

Thank you for considering my application. I look forward to having the opportunity to further discuss how my skills and experiences align with the needs of your team.

Sincerely yours,

Ellen Pham