

**GEORGINA ELLIS**

Email: georginakellis@gmail.com

Mobile: 0426 233 801

Address: 136 Northstead Street,  
Scarborough, 6019, W.A.

## **SUMMARY**

I am seeking an entry level opportunity to further develop my skills in programming and coding. I have completed the Trilogy Education Coding Bootcamp. In my current role in the health sector I have built up knowledge of data analysis and entry. I completed the first two years of a BA at the University of WA before seeking this new direction.

## **KEY SKILLS AND EXPERIENCE**

### Administration and EA Support:

My current role involves I have broad experience in clerical tasks from taking minutes, filing, preparation of documents etc ...

### Knowledge of (any computer programs etc):

I have worked/established/improved systems etc

### Trilogy Education Coding Boot Camp 2020:

Know-how to build dynamic end-to-end web applications and full stack web developer tasks gained through a part-time, 24-week course.

## **PROFESSIONAL EXPERIENCE**

Clerical Assistant, Graylands Hospital – 2013 - current

Key achievements:

Implemented improvements ...

Key responsibilities

Assist the medical staff and specialist sections of the Hospital in dealing with various administrative requirements and liaison with patients and visitors. Specific responsibilities have included ensuring the Medical Records and Freedom of Information sections meet the necessary legal and administrative requirements.

## **EDUCATION**

2014-2018, UWA part time Bachelor of Arts, Political Science and International Relations - in progress

2013, Notre Dame, Foundation Year

2008 - 2012, John XXIII College and Presbyterian Ladies College

## **PERSONAL DETAIL**

Date of birth 14 July 1995

## **SKILLS**

HTML  
CSS  
Bootstrap  
Javascript  
APIs  
Node.js

## **TRAINING**

Freedom of Information Act  
Total Records Management System (TRIM)  
Record Keeping Awareness  
Aboriginal Cultural Awareness Training  
Hand Hygiene  
Accountable and Ethical Decision Making  
MHA 2014 Implementation: Administration Predict, assess, and respond to challenging and aggressive behavior training (with annual refresher)  
Emergency management training (with annual refresher)  
Manual handling (with annual refresher)  
Switchboard Training – Emergency Management – Graylands Hospital and Selby Lodge

## **REFERENCES**

Available on request.