

Elise Harman

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Pursing a role as a full stack web developer to complement my experience in event management and marketing. Currently completing a certificate in full stack web development. Being extremely organised and maintaining professional communication skills, I am interested in roles that enable me to continue my full stack development and create outstanding user experiences.

TECHNICAL SKILLS

Proficient in JavaScript, JQuery and familiar with the principles of responsive web design.

PROJECTS

Giggles and Food | [GitHub repository](#) | [Link to site](#)

- Summary: An application that allows users to view and write notes on restaurants that have play equipment for children.
- Role: Front end design and JavaScript
- Tools: HTML, CSS, JavaScript, API & Bulma

Weather Dashboard | [GitHub repository](#) | [Link to site](#)

- Summary: Weather app that provides current and five day weather forecasts for searches cities
- Role: Sole author
- Tools: HTML, CSS, JavaScript & OpenWeather API

Day-Scheduler | [GitHub repository](#) | [Link to site](#)

- Summary: Day scheduler which allows user to enter tasks into a specific time block. Depending on the time the time blocks change colour.
- Role: Sole author
- Tools: HTML, CSS & JQuery,

EXPERIENCE

Cocktail Gastronomy | Perth

August 2020 – April 2021

Events Coordinator

- Timely response to all enquires
- Receive, organise and manage all functions
- Organise pack lists for events
- Rostering of staff for events

Banff Sunshine Village | Banff

October 2019 – March 2020

Guest Services Agent

- Create exceptional guest experiences by greeting customers and answering queries in person, via phone & email
- Sell products using Pass & Ticket Express
- Accurate cash handling, banking & cash outs

Banff Adventures | Banff
Activity Reservations Agent

May 2019 – September 2019

- Sell activity & tour reservations face to face, over the phone and via email
- Accurate inputting of customer details & activity information using Zau
- Maintain excellent knowledge of tourist town
- Assist in bike rentals

Cypress Mountain | Vancouver
Guest Relations Agent

November 2018 – April 2019

- Quickly sell and print season passes & tickets using Sirius Ware
- Address and resolve customer complaints
- First point of contact helping guests in person, via phone, webchat & email

Peak Bodega | Perth
September 2017 – December 2017
Events & Marketing Manager

- Used Canva to create function packages, menus & event flyers
- Create and run social media accounts
- Manage function enquiries sales and coordination

The Guildford Hotel | Perth
Events & Sales Manager

March 2017 – May 2017

- Create, organise and manage function sales using Ivvy Customer Relationship Manager
- Research and contact sales leads and business development opportunities
- Weekly and monthly sales reporting

The Guildford Hotel | Perth
Events & Marketing Assistant

April 2016 – March 2017

- Responsible for responding to high volume of phone and email enquiries
- Administrative support
- Record meeting minutes
- Copywriting for social media, website and newsletters

EDUCATION

Certificate, Full Stack Web Development - University of Western Australia

Bachelor of Arts, Majoring in Communications & Media Studies - University of Western Australia