

# Elise Harman

Email: [elise\\_harman@hotmail.com](mailto:elise_harman@hotmail.com) | Phone: 0403 902 557

Address: 4/30 Sylvia Street, Balcata WA 6021

LinkedIn: [/EliseHarman](#) | GitHub: [/harmane4](#) | Portfolio: [harmane4.guthub.io](http://harmane4.guthub.io)

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. Extremely organised and 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 wrote 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

#### Casual Function Coordinator

- Timely response to all enquires
- Receive, organise and manage all functions
- Organise pack lists for events
- Staff rostering

### **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