

JASMINE SIM

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Education

2022 - Present	Monash University Coding Bootcamp (Part Time) Full Stack Developer
2021- 2021	Box Hill Institute Bachelor of Fashion Design
2021-2021	Udacity Introduction to Data Programming
2018 – 2018	Melbourne Fashion Institute Certificate III in Applied Fashion Design and Technology
2014 – 2017	Deakin University Bachelor of Commerce, major in Accounting and Finance
2015	University of Hong Kong Bachelor of Business Administration, major in Finance and Economics
2008 – 2013	Brentwood Secondary College Victorian Certificate of Education – Year 12 completion

Skills & Qualities

- Capable of working under pressure in a fast-paced environment
- Fluent in English, Intermediate in Mandarin and Cantonese. Limited working fluency in Japanese, Malay and Indonesian.
- Good attention to details
- Excellent communication, organisational, time management, systematic and methodical approach skills
- Proactive and self-motivated
- Capable of working independently as well as in a team
- Excellent computer literacy- including Microsoft Word, Powerpoint, Excel, Publisher, Outlook
- Excellent in softwares - Myob, Xeros, SAP Coupa Purchasing , Concur Expense Reconciliation,Salesforce
- Intermediate in Adobe XD, Illustrator, InDesign, Photoshop and Lightroom CC, After Effects.
- Beginner at coding (Javascript, HTML, C++, and Python)

Extra-curricular Activities

- Fundraise for Nepal Earthquake by Hong Kong University
- Spring Beach Bash and Cleanup at Sai Wan Beach (Hong Kong)
- Hong Kong Dog Rescue (Hong Kong)
- Free The Animal (Los Angeles)
- Monash University Volleyball Club, Monash Futsal Mixed Team
- Muay Thai Kickboxing / MMA
- R U OKAY organiser for Monash University - Climateworks Centre and Behavioural Works Australia

Employment History

June 2022 - Present Interim Executive Assistant / Administration Officer to at Monash University - Climateworks Centre

Responsibilities:

- Basic office work - filing and data management, ordering kitchens and office supplies.
- Project Officer workload -plan, monitor and evaluate a project when it's active and after completion to assess how well it meets its objectives (United Nation Climate Change Conference Egypt 2022 - COP27)
- Project Coordinator for MSDI and Climateworks - Project (2022 United Nations Climate Change Conference - COP27)
- Managing all the traveller's flights schedules, accommodations, transportation for the event
- Interim Executive Assistant to 3-4 executives
- Providing direct support to a Managing Director, as well general support to the entire department.
- Coordination of client and internal meetings (CEO, COO and Business Operations team) – room bookings, IT & catering requirements, video conferencing and diary management
- Email managements for COO and Head of International
- Building a strong network and relationship with clients, C-suites and the EAs.
- Obtaining a systematic and methodical approach to handling C-suite and senior executive's workload
- Assisting senior executives' management of their emails, travels, diary and credit card management
- Utilising Concur Travel & Expense System to create a travel reconciliation expense report to reconcile travel , including travel card, out-of-pocket and cash advance expenses for the CEO, COO and EAs
- Utilising Coupa Procure Purchasing Software to assist the whole organisation with tracking and managing purchase orders in real time, reducing the cycle time and reducing cost
- Following up with suppliers to retrieve tax invoices to be send to Monash University finance team
- Working alongside with the Contracts Team to raise invoices for partnership agreement contracts
- Assisting the facility coordinator with HR related task

November 2021 - March 2022 Production and Logistic Assistant at Designworks (Everlast) - Contractor

Responsibilities:

- Assisting with international freight shipments for the pre-production, sampling and final production stages through email
- Cross-checking seller's prices, sizes, quantity ratios against the buyer's purchase list using 3CLICKS and APPAREL21 program before confirming for final order
- Admin work - ie. buying stationary, booking couriers, front desk receptionist
- Sending final samples to other buyers/merchandise (ie. KMART and Catch.com.au)

March 2021 - March 2022 Warehouse Worker/ Administration Assistant at Kleins Tool - Part Time

Responsibilities:

- Pick packing tools Creating complete looks from head to toe to match clients' style
- Sorting out orders on the system and through paperwork
- Assisting the logistic team with data entry and completing orders online

March 2017 – November 2017 Vehicle Service Officer at Europcar Australia

Responsibilities:

- Opening and closing vehicle rental contracts
- Making reservations based on telephone enquiries & walk-in enquiries
- Processing accident & damage reports
- Monitoring, tracking and organising fleet availability on a daily basis
- Checking vehicles for roadworthiness, chips, panel damage or general wear and tear
- Cleaning vehicles when required
- Administration of vehicle traffic infringements

January 2017 –April 2017

Accounts Payable/ HR Intern at RJ & Co. Solutions

Responsibilities:

- Support the processing of bills and receipts, ensuring all bills are updated accurately in the MYOB system
- Assist with reconciling and managing monthly expenses using Word, Excel, and MYOB
- Responsible for compliance for Accounts Payable activities
- Collaborate with expense management system update
- Support general office administration
- Providing quality HR compliance and administrative support to the HR Team
- Assist in end to end recruitment and phone screen applicant

Referees:

Matt Brown

Business Operation Manager at Monash University - Climateworks Centre
Phone: 0401 452 689

Ian Porter

Head of Portfolio Management at Monash University - Climateworks Centre
Phone: 0412 254 200

Ronald Maskell

Facilities Coordinator at Monash University - MSDI and Climateworks Centre
Phone: 0409 410 446