

## Juliane Gutierrez dos Santos

0436 335 866 | [gutierrezjuliane@gmail.com](mailto:gutierrezjuliane@gmail.com)  
[LinkedIn Profile](#) | [GitHub](#) | [Portfolio Website](#)

---

### Resume

I'm a highly motivated professional who completed the She Codes Plus 2025 program and a Diploma of Information Technology (Backend Web Development - ongoing). Adept at leveraging a 5+ year background in client relations, digital operations, and systems administration to manage technical workflows and deliver high-quality support effectively. Possesses a growing skill set in HTML, CSS, JavaScript, and Python, with proven strengths in problem-solving, documentation, and process efficiency in dynamic, high-stakes environments. Seeking an opportunity to apply developing technical skills and professional discipline in an IT Support or Junior Development role.

### Education

#### **SHE CODES AUSTRALIA | She Codes Plus Program 2025**

A six-month tech boot camp program providing an alternative learning pathway for women to enter the tech industry.

✓ *HTML/CSS:* Created a [Portfolio Website](#)

Included functional contact form, multiple webpages, responsive design, styles for active, hover, and focus states and parallax scrolling.

✓ *Python:* Completed a [Python Weather Project](#)

Tasked to process CSV files containing data about the weather and convert them into meaningful text-based summaries, creating solutions so that all the tests would pass in the `run_tests.py` file. To complete this project, I was required to demonstrate competence with using variables and user inputs, conditionals, lists, loops, reading CSV Files, dictionaries and OOP.

✓ *Django Rest Framework (DRF), JavaScript and React.js:* Created [Crowdfunding Fundraiser](#)

It's a Django-based crowdfunding website called 'Fund a ticket to see my parents!', designed to raise money for immigrants to go back home to see their parents. (In construction).

- Features implemented:
  - API and back end built using Django and Rest Framework, and front-end website using React and JavaScript.
  - User accounts, creating projects, pledges, update function for posts, permissions around who can edit and delete, custom error pages and returning relevant status codes for successful and unsuccessful requests to API, as well as token authentication and responsive design.
- Key Learning:
  - Importance of the planning stage, wireframing, API, database schema, and how to use Insomnia and Heroku.
  - How to create features in the front end, with React and JavaScript, such as editing pledges, user login pages and creating comment sections.

✓ *Save Point: Client Project (HTML, CSS, Django DRF, JavaScript React):* The culmination of the six-month Plus course, this project is deployed and finished. The task of this project was to create a retrospective board website for an online game company. This client needed consistency with team feedback and report creation.

- MVP Features:
  - API and backend built using Django and Rest Framework, and front-end website using React and JavaScript.

- User accounts, where users can create, edit and delete their profiles, create team boards, vote live in retrospective, and comment.

## **EQUINIM COLLEGE | Diploma of Information Technology ( Web Development - ongoing)**

A twelve-month nationally recognised part-time tech diploma focusing on practical skills in software development/engineering, network security, data management, machine learning and more.

✓ *Weather App*: Created and deployed on Render a Full Stack Weather App HTML, CSS, JavaScript, Open Source API, Express.js, Dotenv, CORS, Node.js

✓ *HTML/CSS/Bootstrap*: Created a Project Website named Haru's Creche It's a four-page website created using the Bootstrap framework, incorporating JavaScript.

✓ *JavaScript Various Projects*: Created a BMI Script, a Calculator, and a Traffic Light using JavaScript to practice the syntax and understand the logic.

## **Relevant Skills**

**Programming & Markup & Frameworks:** HTML5, CSS3, JavaScript (vanilla), Python (Foundations/Basic Scripting), Django DRF, React.js

**Tools & Platforms:** Git/GitHub, Visual Studio Code (VS Code), Microsoft 365 Suite, Figma, Canva, Notion, Heroku, Insomnia, Netflix, TeamViewer, Slack, Teams, JIRA, Trello

**Operating Systems:** Windows 11, Mac OS

**IT Service & Documentation:** Agile Principles, Documentation Standards, Troubleshooting, Process Mapping, Manual Testing

**Data & Systems Management:** Data Integrity, Workflow Automation, Confidential Record Handling

✓ Strong stakeholder manager. Effective technical communicator.

✓ Excellent communication across all levels of management.

## **Professional Experience**

**Administrative & Digital Support Specialist | Upwork | Jan 2018 – Current**

- Maintained a 5-year-long-term partnership with an international client, providing virtual administrative, digital content, and data services. Managed multiple client platforms and tools, including website maintenance and content updates. Consistently received 5-star feedback while independently managing communication, deadlines, and deliverables.

**Administrator | St Catherine's College at Curtin University | Apr 2022 – Nov 2025**

- Provided digital and administrative systems support for 500+ residential students, ensuring data accuracy and process efficiency. Managed confidential student and financial databases, developing strong transferable data management and security skills. Supported senior management with reporting, scheduling, and documentation using Microsoft 365 tools. Designed and documented improved administrative processes and implemented new tracking/filing systems, streamlining workflow and improving accessibility.

**Receptionist | Hays Recruitment S.A. | Jan 2022 – Apr 2022**

**Office Manager | Plant Impact / Croda S.A. | Feb 2017 – Jan 2019**