

Kim Le

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Motivated and detail-oriented Junior Web Developer with a strong foundation in front-end and back-end technologies. Proficient in HTML, CSS, Python, JavaScript, and responsive design principles, with experience using frameworks like React and Node.js to create dynamic and user-friendly web applications. Skilled in building intuitive UI/UX layouts using Flexbox, and committed to writing clean, maintainable code. Adept at problem-solving, time management, and collaborating with teams to deliver high-quality projects. Passionate about continuous learning.

Experience

FEBRUARY 2024 – MAY 2024

Customer CARE and Project Support | Matthews Australasia | Scoresby, Victoria | Part-time

- Responsibilities similar to Project Support Coordinator with the subtraction of managing projects.
- Designed and led a technology demonstration at Australia's premier processing and packaging industry exhibition.
- Represented the company and facilitated sales opportunities at the exhibition.

JANUARY 2023 – FEBRUARY 2024

Junior Project Manager | Matthews Australasia | Scoresby, Victoria | Full-time

- Responsibilities similar to Project Support Coordinator with the addition of managing medium sized projects end-to-end.
- Actively supported ERP system transitions and process changes across key areas, including finance, supply chain, procurement, asset management, service operations, and project operations.
- Developed comprehensive leave plans to ensure adequate coverage and maintain operational efficiency during employee absences.
- Developed and implemented comprehensive training and onboarding plans to equip new team members with the skills and knowledge needed to excel in their roles and contribute meaningfully to team objectives.

MARCH 2021 – JANUARY 2023

Project Support Coordinator | Matthews Australasia | Scoresby, Victoria | Full-time

- Ensured projects are administered according to defined standards including:
 - Accurate and timely set up of projects into ERP system.
 - Coordination of delivery and consolidation of inbound items for projects.
 - Liaison and coordination with stakeholders to support shipping and dispatch of goods.
 - Relevant conditions are met prior to shipping.
- Managed smaller projects end-to-end (ensuring complete handover of BOM from sales).
- Set and communicated project milestones/timelines.
- Maintained virtual stock related ERP actions.
- Captured and produced statistical data relating to projects delivery teams.
- Supported resource planning/scheduling across all project delivery teams.
- Supported project close out process with required data in asset management software from build and install.
- Provided administrative assistance to Project Operations Manager and Project Managers as required.
- Provided support to Project Support Coordinator and Junior Project Manager, including coverage during periods of leave.
- Provided support to other Project Delivery process as it evolves and as required.
- Trained new team members on systems and processes required in their roles and to contribute effectively to team objectives.
- Contributed to and supported the continuous improvement culture and methods of the business.
- Participated in annual project stock take.
- Actively supported and promoted Workplace Health and Safety.

Skills

Git • HTML • CSS • Python • SQL • Flask • JavaScript • Node.js • React • Express.js • MongoDB

Project management • Technical and operational expertise in Microsoft Dynamics 365 • Leadership • Team development • Event and demonstration management • Administrative and analytical skills • Continuous improvement • Safety • Communication and liaison abilities • Organisational skills • Attention to detail • Problem-solving • Adaptability • Collaborative and team-oriented approach

Education

FEBRUARY 2024 – DECEMBER 2024

Diploma of Information Technology | Coder Academy | Online

93.44% course marks

MARCH 2016 – JANUARY 2020

Bachelor of Science - BS | Monash University | Clayton, Victoria

Mathematics

Activities

Literature • Crochet • Yoga • Travel