

Lillian Vu

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TECHNICAL SKILLS

Web Development	Software Development	Data Management	System Administration
HTML5	Python	MySQL	Linux
CSS3	Java		Windows Server
JavaScript	SQL		VMware
Node.js	Bash, PowerShell		SSH

WORK EXPERIENCE & PROJECTS

ParkYourAssignment	2024
Project	Vancouver, BC
<ul style="list-style-type: none">Collaborated within a team of four to develop a web-based application enabling students to efficiently manage and track academic workloads within five weeks.Led the front-end development using HTML5/CSS3 to create responsive, user-friendly interfaces.Designed and implemented intuitive UI/UX solutions to improve user interaction and overall experience, ensuring accessibility and mobile compatibility.	
DigitalOcean: Instructions Manual	2024
Project	Vancouver, BC
<ul style="list-style-type: none">Authored a comprehensive instruction manual guiding users through the setup and configuration of DigitalOcean droplets using doctl, Bash, and Cloud-Init.Demonstrated in-depth knowledge of cloud server provisioning, networking, and automation through detailed explanations of configuration files and commands.Streamlined complex technical processes, ensuring clarity and ease of use for both novice and advanced users.	
Blitz Payment Solutions	Oct. 2019 – Jun. 2023
Bookkeeper	Vancouver, BC
<ul style="list-style-type: none">Managed financial data for multiple clients, demonstrating strong organizational skills and attention to detail in data management.Proficient in QuickBooks Online, performing daily reconciliation of over 200 transactions, ensuring data integrity across various accounts.Leveraged Intercom to enhance client relations and provide timely technical support, demonstrating strong communication and troubleshooting skills.	
Impark	Jun. 2018 – Oct. 2019
Branch Operation Support CSR (Internal Services)	Vancouver, BC
<ul style="list-style-type: none">Provided system access and operational support to employees across North American branches, ensuring smooth daily operations.Participated in system upgrades by conducting Specifications Review, Test Planning, and executing Test Cases, highlighting problem-solving and analytical skills.Managed and organized databases on SharePoint, enhancing data accuracy and interdepartmental collaboration.Handled 40 support calls daily while managing administrative tasks, showcasing multitasking and time management abilities.	
Save-on-Foods	Oct. 2016 – Jun. 2018
General Clerk	Vancouver, BC
<ul style="list-style-type: none">Administered payroll and benefits systems for over 300 employees, troubleshooting time-tracking software for accurate processing.Coordinated department scheduling using workforce management tools, ensuring adherence to employee protocols and requirements.Resolved customer inquiries and issues, contributing to a positive user experience and efficient resolution processes.	

EDUCATION

British Columbia Institute of Technology	Expected Graduation: Dec. 2025
Computer Information Technology, Diploma	Vancouver, BC