


## ABOUT ME

I am dedicated, hard-working and take great pride in all I set my mind to. I have a great interest in furthering my knowledge in the tech industry and working in a robust collaborative environment where I can develop my skills, and have a positive impact.

 Hobart, TAS, 7000

## EDUCATION

Coder Academy  
**2022 - Diploma of IT / Web Development**

Iona College  
**2011 - High School Certificate**

## TECH STACK


JavaScript  
Ruby / Ruby on Rails  
HTML5 / XHTML  
CSS/SCSS  
MongoDB,  
Express.js,  
React.js,  
Node.js.  
JSON Manipulation  
PostgreSQL  
UX / UI Design  
Responsive Design - Bootstrap / Tailwind  
Agile Project Management  
Computer Science / Web Theory  
GIT Source Control

## SKILLS

- Strong communication skills,
- Ability to work autonomously as well as in a team,
- Strong ability to manage my workload to meet deadlines, commitments and client service standards.
- Strong understanding of MS Office on both Mac and PC
- Enthusiastic about learning and growing in new environments,
- Strong attention to detail
- Professional phone etiquette,
- Creative thinking,
- Problem solving,
- Fast and accurate typing,
- Excellent computer skills, Mac and PC

# MITCHELL PAINTER

## JUNIOR WEB DEVELOPER

 0401 396 447

 mitchell.painter@hotmail.com

 [Linkedin](#)

 [Github](#)

## CAREER OBJECTIVE

I'm an enthusiastic Diploma of IT graduate from Coder Academy with 8 months of experience in web development and design. I'm excited to deliver my excellent web development skills to help grow your business and continue to develop my skills.

## WORK EXPERIENCE

### BILLING & AUDIT OFFICER - (6 WK - TEMP CONTRACT)

*Princess Alexandra Hospital - Revenue Services*      *Sep 2021 - Oct 2021*

- Process all billing within business systems ensuring compliance with relevant policies and procedures,
- Analyse billing discrepancies to determine anomalies and adjust records to ensure billing processes are completed in a timely manner,
- Identification of requirements for system and process improvements as well as testing and implementation of changes,
- Build and maintain internal and external relationships to efficiently and effectively maintain customer service standards and resolve invoice and account discrepancies,
- Oversee budgeting, reporting, planning, and auditing.

### ADMINISTRATION OFFICER - (TEMP CONTRACT)

*Princess Alexandra Hospital - Cancer Services*      *Jan 2021 - Sep 2021*

- Patient liaison and relationship development,
- Ethically Identifying and assessing patient matters and recommending strategies to resolve issues.
- Management of clinic schedules and bookings,
- Contributing to effective team performance through the provision of high-quality administrative support,
- Maintaining care and empathy for the general wellbeing of patients using discretion, and maintaining appropriate confidentiality.

## SYSTEMS EXPERIENCE

- ERP Management Systems
- Integrated electronic medical records (ieMR)
- Hospital-Based Corporate Information System (HBCIS)
- Timber Industry Management and Marketing System (TIMMS)
- SAP
- SAP - Retail
- MS Office Suite

## PRODUCTION & PROCUREMENT MANAGER

*Dindas Australia*

*Nov 2017- Dec 2019*

- Management of daily production through Delegation of daily tasks and management of production team,
- Develop, implement, and review operational policies and procedures,
- Oversee budgeting, reporting, planning, and auditing,
- Purchase order and Procurement documentation development as well as the establishment of contracts,
- Identifying and assessing discrepancies and recommending strategies to resolve issues.
- Tracking projects to ensure lead time arrangements are followed through,
- Document production using ERP Systems and MS Office Suite.