



MATTHEW LEFTWICH

SHIFT LEFT TO GO RIGHT



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[HTTPS://MLEFTWICH.GITHUB.IO/mLeftwich](https://mleftwich.github.io/mLeftwich)

OBJECTIVE

Provide innovative web solutions, effectively and efficiently.

TECHNOLOGIES

HTML, CSS, JavaScript, MERN, SQL

EXPERIENCE

Business Systems Support Officer – 2018 - Present

Outsource Business Support Solutions (Casual)

- Data processing
- Staff relief
- General administration

Caregiver – Feb 2017 to Oct 2018

(Full time)

- Meal preparation
- Housekeeping
- Mobility assistance
- Providing transportation
- Managing medical matters

Education Assistant – Mar 2010 to Feb 2015

Sowilo Community High School (Permanent part time)

- Assisting teacher with classroom duties
- Music lessons for students both individually and in the classroom
- Catering to students struggling with various educational difficulties and social adversities
- One on One student assistance
- Classroom preparation (ensuring students are set up and ready for class, and that all resources for the lesson are close at hand)
- Assisting with management of the classroom
- General office duties.

Rates Officer – Jan 2009 to Jun 2009

City of Armadale (Temporary Part time)

- Maintenance of the property ownership and central customer contact database
- Processing pensioner rebate applications
- Other general office duties





About Me

I am an easy-going person with a professional attitude. Generally laid back and comfortable under pressure, I thrive in situations that would otherwise prove challenging when given the tools and opportunity to succeed.

I believe in creating solutions, not problems, and enjoy finding ways to make positive outcomes arise from difficult scenarios and seeing solutions come to life in practical ways. I'm a hard worker, and take pride in achieving results.

Outside of work I am a musician, avid fisherman with a huge love of the outdoors and all the ways to get amongst it, and enjoy spending time with my family, (including my two dogs).

IT Officer – Dec 2007 – Jan 2010

City of Nedlands (Casual)

- Setting up towers, monitors and accessories
- Unpacking and assembling the computers
- Configuring computers for network
- Installing SOE
- Helping clients with queries.

Carpenters Assistant - Aug 2007 to Sept 2007

Davmar Interiors, South Guildford (Casual)

- Gyprock installation
- Installing roof tiles
- Cleaning
- General labouring.

Kitchen Assistant - Sept 2006 to Nov 2006

Charcoal Chicken, Gosnells (Casual)

- Food preparation
- Washing dishes
- Assisting chefs
- Ensuring the kitchen was clean.

Kitchen Assistant - Feb 2006 – May 2006

The Mexican Kitchen, Fremantle (Casual)

- Washing dishes
- Collecting food for cooks
- Food preparation
- Ensuring kitchen is up to health standards.

Community Newspaper Delivery – 2004

- Ensuring papers were delivered.



SKILLS

Senior first aid

Able to work unsupervised

Computer literate

Strong collaborative skills

Organised

Tutoring

Relationship building

Good communication

Responsible

Leadership skills

EDUCATION

UWA & Trilogy Education (Coding Bootcamp) – May 2022 – Current

- HTML, CSS & Git
- Advanced CSS
- JavaScript
- Web, Third Party & Server-Side API's
- Node.js
- Object Orientated Programming
- Express.js
- SQL
- Object Relational Mapping
- Model/View/Controller
- Computer Science
- NoSQL
- Progressive Web Applications
- React
- MERN
- State

SAE Creative Media Institute (Bachelor of Audio) - Feb 2015 – Feb 2017:

- Critical Thinking in Creative Industry
- Principals of Sound
- Microphones and Signal Processing
- Introduction to Audio Industry
- Overview of industry
- DAW Operation
- Digital Audio
- Production I
- Media Studies





Hard Working

Able to complete set tasks

Maintaining safe environments

Attention to detail

Murdoch Challenger Tafe (CALM Cert. II&III) - Jul 2008 – Mar 2010

- Mapping
- Fencing
- Recognizing plants
- Recognizing animals
- Surveying pests & animals
- Bushland regeneration
- Control weeds
- Prepare and apply chemicals
- Erect timber structures
- Maintain natural areas

Leederville Tafe Campus (Music industry Cert. II) - Feb 2008 to Apr 2008

- Music Theory
- Implement Copyright
- Composition
- Apply Knowledge of Genre
- Notate Music
- Follow OH&S

Sowilo Community High School - Jan 2004 to Dec 2007

- English
- Mathematics
- Science
- Politics
- History

VOLUNTEER EXPERIENCE OR LEADERSHIP

I am an active volunteer fire fighter registered with DFES, and a member of the Roleystone-Karragullen Volunteer Fire Brigade.

