**Resume**

**Shreya Jain**

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**Career Profile**

Third year Bachelor of Information Technology student with an excellent work ethic and an ability to learn and adapt to a changing environment. project experience in software and website development. Demonstrated excellent customer service and ability to develop strong working relationships.

**Education**

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| **Diploma of Computing** Deakin College, Melbourne Grade: 89.8 | **03/2015 - 10/2015** |
| **Bachelor of Information Technology** Deakin University, Melbourne Majors: IT Security and Programming | **03/2016 - current** |

**Key Skills**

**Communication**

Good written and verbal communication skills. (IELTS bands- 8.5)

**Teamwork**

* Able to communicate effectively with others
* Able to recognize and understand the viewpoints of others
* Able to appreciate the contribution you are expected to make

**IT skills**

1. Have worked with the following languages:

* Java
* C
* C++
* C#
* HTML
* JavaScript

1. Have knowledge about networking, including configuring the devices and setting up networks.
2. Good knowledge of database management using SQL and MySQL.
3. Hardware skills:

* Have knowledge about installing windows, software, applications, antivirus and patches
* Working knowledge of modern networking devices and printers
* Skilled in installing and troubleshooting computer hardware and peripherals.

**Professional Development**

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| **Diploma of Computing** Deakin College | **10/2015** |
| Completed Diploma of Computing with a weighted average mark of 89.8.  Achieved **Deakin College 2015 Academic Scholarship Award**.  Learnt the following IT skills:   * C# * HTML * PHP * python * CSS | |

**Work Experience**

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| **Crew Member Hungry Jacks** | **01/2017 - current** |
| * Taking customer orders * Serving customer food and drinks * Handling cash * Cleaning the store | |
| **Student mentor** Navitas | **07/2015 – 03/2016** |
| * Help organize the events in Deakin College * Assisting the new students in their enrolment * Printing out their timetables and id cards * guiding the campus tours | |
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| **Front-of-house staff** Monster Pizza | **02/2015 – 12/2016** |
| * Taking customer calls * confirming and printing online orders * using the EFTPOS machine for transactions * operating the console | |
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**Voluntary Experience**

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| **Personal care Worker** Opal Gracedale | **11/2015 - 12/2015** |
| * Providing person centered care to the elderly in Opal Gracedale aged care. * assisting the residents in the activities of daily living. | |

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| **Creative Lead** Googleplex LPU | **10/2013 - 06/2014** |
| Core team member of the GooglePlex LPU.  **Achievements**   * Hosted Googleplex LPU Fest 2013 * Won the first prize for drawing Google Doodle in Google Development Group LPU Fest * Won the second prize in the innovative application idea category. | |
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**Referees**

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| **Workplace** Vishesh Gupta Student Committee  0420898817  vgupta@deakin.edu.au |  |