Neha Sagade

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QUALIFICATIONS

Diploma of IT (Advanced Programming) | TAFE NSW   2022

SKILLS

Working knowledge:

- HTML & CSS
- JavaScript (ES6, React Native)
- C# (ASP .NET)
- SQL (T-SQL)
- NoSQL (MongoDB)
- Git & GitHub

- Azure DevOps
- Visual Studio & VS Code

Basic Knowledge:

- Python
- Figma
- Canva

SOFTWARE PROJECTS

The following 2 projects were developed as part of the Diploma of Advanced Programming. Bean Scene, a mid-sized restaurant, wished to computerise their paper-based booking and ordering system.

Bean Scene Reservation App

- Created an ASP .NET Core web app for managers, staff, and customers to make and manage restaurant reservations.
- Used: ASP .NET Core with Entity Framework and MVC architecture, C#, SQL, Razor, JavaScript, Azure (for deployment & task management)

Bean Scene Ordering App

- Created an Android mobile app for staff to make and manage restaurant orders.
- Managers could additionally manage menu items and staff member profiles
- Used: React Native, REST API using ASP .NET Web API, MongoDB

Demonstration of working applications and code is available upon request

Personal Website

- Created a simple, informative [website](#) to display my profile & projects.
- Used: HTML, CSS, JavaScript

EMPLOYMENT

English Language Trainer
Nov 2021
Learnship Networks GmbH

Learnship is a German business language training company but have students all over the world. In this position I:

- Received extremely positive feedback by personalising business English lessons and taking genuine interest in my student's needs.
- Taught students from a VIP client organisation, as requested by management.
- Conducted thorough needs analysis during the first lessons to understand a student's English goals and needs
- Provided personalised and accurate feedback to students.

Temporary Administrative Assistant
Dec 2021 – Jun 2022
Australian Electoral Commission

I was part of a large team working to organise the 2022 Federal Election for the Chatswood office. In this position I:

- Approved or rejected many electoral enrolment forms as required: this included checking that names, addresses, and proof of identity matched within the system where necessary.
- Contacted and allocated job applicants to polling places and positions according to their experience, location, and preferences.
- Collaborated in a team of 3 to evaluate and contact premises suitable to be polling places, according to AEC policies.
- Answered the constantly ringing phones on election night for one electorate in a team of 3; received and validated the first count of votes, and accurately input them into the system.
- Scanned and validated over 500 postal votes in one day.

Seasonal Sales Assistant
Nov 2021 – Feb 2022
Smiggle

In this position I:

- Met seasonal KPIs by building rapport with customers and meeting their needs using the organisation's sales method.
- Learned all the necessary aspects to be Person in Charge (PIC) of a store within two months. This includes opening and closing the store, register closing and reconciliation, finalising the day's banking and reporting sales.
- Assisted in accurately receiving and unpacking up to 40 boxes of stock per day during the Christmas and Back to School season.