

Rachel Wong

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Dye & Durham Australia, formerly GlobalX

July 21 - Present

Junior Developer

- Built mobile and desktop compatible **Flutter** application for a proprietary Document Verification Service that verifies 14 different government-issued documents.
- Troubleshooted bugfixes and delivered small features through pair programming or swarm effort.
- Scoped out definition of ready for stories, spikes, sprints by participating in **agile ceremonies** including backlog grooming, retros. Regularly presented to senior executive team and sales team to update company on project progress.

Zeroseven Brisbane

January 20 - November 20

Front-end Developer

- Built responsive, WCAG 2.0-compliant interface components (widgets) for client websites, landing pages using **Javascript (ES6), JQuery, LESS, HTML5**.
- Troubleshooted and optimised widgets to design specifications, SEO requirements using **ASP.NET MVC5 Razor views** and **Kentico & Umbraco CMS** macro expressions.
- Under the directions of project manager and senior developer, I worked with clients during **face-to-face training sessions** and wrote **supporting documentation** to help their staff become confident in leveraging Kentico, Umbraco CMS functionalities to meet their business and marketing needs.
- Built browser-compatible **email newsletters** using the **MJML** framework, **HTML5** and **CSS3**.

Completed role and projects in November to attend to sudden family bereavement during COVID pandemic

Upskilling - Coder Academy

February 19 - July 19

Full-stack Web Developer

- Dedicated 6 months to update current full-stack web development technologies, with a focus on **HTML5, CSS3, Javascript, React**. Gained problem solving skills, reinforced understanding programming fundamentals through pair programming and completing two full-stack web projects.

Department of Transport & Main Roads

September 17 - October 18

Data & Systems Analyst (Ministerial and Executive Services)

- Produced **data analytical reports** measuring departmental performance drawn from IBM Cognos Analytics for Minister Mark Bailey's office and senior leadership team.
- Developed and launched internal-facing Sharepoint 2013 website using **HTML5, CSS3, Javascript** to deliver procedural advice on drafting correspondence.
- Provided round-the-clock **technical support** on department's document tracking system (IBM Lotus Notes) to over 7000 departmental staff across Queensland.
- Written **technical documentation** and department-wide communiques including over 20 how-to guides to train staff on Sharepoint website maintenance, Google Analytics dashboard and proprietary DocTrak system troubleshooting.

HTML5 / CSS3 (BEM)

SCSS / LESS preprocessors

Javascript (ES6)

Jquery

React

Flutter

ASP.NET MVC5

MJML email framework

Git / SVN versioning

Invision, Browserstack

Assembla, Jira

Education

2019 | Coder Academy

Full-stack Web Development

Fast Track Bootcamp

2012 | Griffith University

Graduate Certificate

in Digital Design

Grade Point Average 6.3/7

Uni Skills Study Group Leader

2009 | Queensland University

of Technology

BA Information Technology

BA Creative Industries

Distinction Award

Recognition

Queensland Department of Transport & Main Roads

Nominated '**Empower People**'

Award 2018 for customer-centric

website content strategy

and contribution to TMR's

Sharepoint developer community.

Rachel Wong

Experience *continued*

Department of Transport & Main Roads

September 16 - September 17

Support Officer (Legislation Services)

- Redesigned the department's Sharepoint 2013 intranet website providing guidance on parliamentary processes and formal legislative delegations using **HTML5, CSS3**.
- Provided **editorial drafting and proofreading services** to policy officers progressing legal documents, formal memoranda and briefings for approval by Director-General.

Department of Justice & Attorney-General

March 14 - August 16

Court Services Officer

- Delivered **technical support** to daily Supreme and District Court trials and hearings including configuring live video conferencing with prison facilities, telephone conferences for witness cross-examination.
- Provided **editorial support, sealing of court grants, and court listing management** for Corporations Court and Deputy Registrar (Estates Administration)
- Written job manuals, role descriptions and standardised learning resources** for estate administration matters for A02 level staff in Brisbane Courts Registry.

Brisbane Writers Festival

August 13 - September 13

Pre-Festival Administration & Ticketing Officer

- Produced **transaction reports** from SeatAdvisor browser-based ticketing application for financial reconciliation.
- Written onboarding guidelines and tutorials** to train volunteers on festival service standards and proper operation of SeatAdvisor ticketing.

University of Queensland

August 12 - December 12

Program Officer (Faculty of Humanities)

- Administered academic progression of over 400 graduands on the university's Peoplesoft Student Administration System.
- Drafted faculty memoranda, team meeting minutes for Faculty of Humanities.

Various Clients

April 10 - April 13

Illustrator & Web Design Professional

- Collaborated with Hoodlum Entertainment to illustrate 15-part interactive graphic novel, storyboarding, website wireframing, screen graphics, promotional collateral for Australian Fox 7 television drama series 'SLIDE' (2011)
- Produced storyboard, illustration assets and website wireframes for various web and screen projects with BBC Knowledge, Playmaker Media, QPIX and others.

Queensland University of Technology

November 07 - March 10

Assistant Client Service Officer

- Administered international study applications on the university's Callista Student Administration System (Oracle) and liaised with agents of key international markets.

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Other Tools

Microsoft Word, Excel,
Infopath, Sharepoint Designer
Adobe Photoshop, Illustrator,
Dreamweaver, Acrobat Pro
Camtasia
ITIL Service Now Help Desk

Training

2020 | Umbraco Fundamentals

2018 | Odyssey Training

Advanced Excel Pivot Tables
Advanced Excel 2013 Formulas
VBA for Excel 2013

MeetUps

Women Who Code
BrisJS
CTO School Brisbane
Muses JS (previously NodeGirls)

Volunteering

2012 - 2015, 2018

Brisbane Writers Festival

Green Room assistant

Ticketing

2012 - 2018

State Library of Queensland

Exhibition facilitator

2013

Queensland Music Festival

Event Steward