Ranjit Singh Gill

FRONT-END DEVELOPER

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⊙ github/ranjitsinghgill   ⊕ www.ranjitsinghgill.com

CAREER SUMMARY

- Technology enthusiast Front Office Receptionist with 8 years' experience solving technological problems in front office for Department of Health and Human Services VIC.
- Also experienced in customer service, data-entry, and programming building access cards.
- Helped department to save $20,000 by updating whole staff photo Id system.
- Updated the building access control system which saved valuable time and money for building management.
- Fixed software and website bugs, printers, wi-fi routers, and set-up new equipment including specialize photo Id printers, camera equipment and ID Now software.

FRONT-END WEB PROJECTS

- **Basketball Scoreboard** - - - - - [**LIVE**](#) - - - - - [**CODE**](#)
- **Background Generator** - - - - - [**LIVE**](#) - - - - - [**CODE**](#)
- **Password Generator** - - - - - [**LIVE**](#) - - - - - [**CODE**](#)
- **Swimba (A Twitter Replica)** - - - - - [**LIVE**](#) - - - - - [**CODE**](#)
- **Customer Counter** - - - - - [**LIVE**](#) - - - - - [**CODE**](#)

WEB DEVELOPER EXPERIENCE

FRONTEND DEVELOPER
(06/2022)-(CURRENT)

- Used HTML to build structure, CSS to design the website and JAVASCRIPT to add interactivity.
- Solved coding related problems through debugging, used console.log() a lot.
- Used VS Code and Terminal for efficiency.
- Used SASS and Bootstrap for building CSS components and gave them responsive design.
- Used NPM to install packages into my projects.
- Used Git to track changes in my code through saving them in repositories.
- Made a personal portfolio website. www.ranjitsinghgill.com
- Made web applications to showcase skills acquired through repetition. https://github.com/ranjitsinghgill

PROFESSIONAL EXPERIENCE

FRONT OFFICE RECEPTIONIST / DEPARTMENT OF HEALTH & HUMAN SERVICES, MELBOURNE VIC
(11/2014) -(05/2022)

- Troubleshoot, repaired and configured office equipment on day-to-day basis.
- Liaised with staff, visitors, and contractors through face-to-face, email, teams, and phone interactions. Been a first point of contact for department's head office.

- Created staff ID badges, Authorized officer cards, and generated reports on transactions.
- Updated whole photo Id system which saved department $20,000. Also, updated building access control system for building management which saved them money and time.

CONCIERGE / YVE APARTMENTS, MELBOURNE VIC
(02/2012)-(11/2014)

- Resolved simple technical issues with wi-fi, computers, printers, and mobiles.
- Been first point of contact for residents, staff, and contractor.
- Looked after whole building from a body corporate prospective and reported them any urgent matters to resolve. Communicated with all stakeholders via phone and email.
- Saved a theft from happening by proactively watching CCTV live feed which benefited several residents, after the incident received 5 thank you cards from 5 residents.

SALES ASSITANT / MSY TECHNOLOGY, BOX HILL VIC
(11/2009)-(01/2012)

- Learnt how to assemble computers and install software.
- Handled all aspects of sales and post-sale care. Provided customers with valuable feedback on new technologies so they can achieve better outcomes with their purchases.
- Created spreadsheets using Microsoft Excel, also marketing material using Photoshop and Microsoft Office.

EDUCATION

BACHELOR OF INFORMATION TECHNOLOGY / DEAKIN UNIVERSITY, BURWOOD VIC **(2013)**