

# Sher Li Tan

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**Email**        sherlitan@gmail.com  
**Location**    Sydney, Australia

## Skills

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- Exemplary attention to detail and brief requirements
- Proficient in combining creativity and strategy to efficiently solve problems.
- Visual storytelling
- Quick learner, able to adapt to new design software, systems and techniques.
- Team organisation and direction
- Languages other than English: Mandarin, Hokkien, some Japanese

## Technical Skills

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|--|--------------------------------|
| • Adobe Suite - Photoshop, Illustrator | • Microsoft Office Suite – all |
| • Solidworks                           | • Sketchbook                   |
| • Autodesk Inventor                    | • GIMP                         |
| • Coding with HTML, CSS & Javascript   | • Inkscape                     |

## Work Experience

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### Sparks & Partners Consulting Engineers (July to August 2022)

Temporary Admin Assistant

- Resolved daily customers inquiries via phone and email, as well as fluidly directed them to requested personnel via complicated new phone system.
- Made 20+ emails per day to gather client feedback regarding proposed project fees.
- Ensured office kitchen and stationery supplies were always well-stocked.
- Consistently cleared listed tasks and met managers' requirements within 1-2 days of assignment.

### Ms Dumpling, Castle Hill (March 2021 to July 2022)

Server

- Ensured continuous customer happiness in remembering regular customer needs and adeptly helped new customers make meal choices.
- Independently ensured all sauces are well stocked and restaurant was always 100% clean, tidy and safe.

- Trained new team members to work cohesively in fast-paced environment.
- Confidently relayed customer wishes to Chinese-speaking only kitchen staff and vice versa.

### **Lifeline McArthur, Castle Hill**

(November 2020 to July 2021)

#### Retail Shop Volunteer

- Enhanced customer perception of donated goods by coordinating with team members to achieve daily neat and fashionable arrangement of merchandise.
- Sorted, priced and labelled up to 100 new stock per day - ranging from clothing, toys to household goods.
- Supported customers in locating merchandise and decision-making.
- Helped ring up sales at cash register and bag merchandise.

### **Anglicare Retirement Village, Castle Hill**

(March 2019 to March 2021)

#### Weekend Volunteer

- Coordinated and supervised various new and fun activities to ensure elderly residents are always entertained and occupied on slow morning weekends.
- Smoothly prepared food and drinks alongside fellow volunteers according to supervisor's instructions. (Coffee shop experience)
- Established positive relationships with residents, volunteers and workers.

## **Education**

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### **Western Sydney University:**

Bachelor of Industrial Design

- Ideate several products at a time and produced their prototypes, graphical and physical.
- Pursued a passion for website and app design.

### **Cherrybrook Technology High School:**

(Graduated 2018)

- School Service Award – Assistance in Agriculture
- Design and Technology First Place

## **Interests and Hobbies**

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- Creating online content with illustrations and writing
- Sewing, arts and crafts, DIY projects
- Discovering and trying out new recipes
- Learning languages