SIOBHAN HOKIN

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Unit 4/30 Ryans Rd
Northgate QLD 4013

siobhanhokin.com

HTML5 | CSS3 | Bootstrap | jQuery | Javascript | ReactJS | Python | SQL | Git

A graduate whose passion for programming
drives her to become a Full Stack Developer.

PROJECTS
Saga Blog Site - http://www.saga-blog.appspot.com
A beautifully designed dynamically generated web app with Python and SQL back-end, and a responsive front-end built in HTML5, CSS3 and Javascript, with comprehensive technical documentation and PEP 8 compliant code.

PROFESSIONAL EXPERIENCE
7/2016 – 9/2016
Personal Assistant/Administration Assistant
SSW – Neutral Bay

- Controlled calendar for Managing Director and arranged travel for all members of the company.
- Using HTML, managed and updated content for newsletter read by 18000 people, in addition to creating graphic design materials for the same project.
- Coordinated marketing events and associated social media, updating Facebook, LinkedIn, Meetup and WordPress.
- Gathered and presented quotes for the attention of the Managing Director.
- Provided full administrative support including: directing phone calls, purchasing IT and stationery, updating standards, and managing company files, mail, and banking.

1/2013 – 10/2013
Minimbah Project Team Member
Enactus UNE – Armidale

- Provided excellent customer service and document assistance to over 400 applicants within a single day period, as part of a team of 4.
- Gained experience in business management and marketing procedure in this international organization.
- Produced and codified systems, streamlining the services of 10 staff.

EDUCATION
2016   Bachelor of Arts: Classical Languages and Linguistics
        University of New England
        GPA 6.4 (D/HD)

2012   Diploma of Graphic Design and Communication
        New England Institute of TAFE

REFERENCES
Dr. Sarah Lawrence
Lecturer in Latin
University of New England
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Ulysses Maclaren
General Manager
SSW
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