

# Stephanie Lee

Mobile: 0434 619 562 | Email: [stephaniemjlee@gmail.com](mailto:stephaniemjlee@gmail.com) | Sydney, Australia

Portfolio page: [Portfolio StephLee/](#)

LinkedIn: [/stephanie-lee-syd](#) | GitHub: <https://github.com/smj3085>

## Technical skills

Languages: HTML5, CSS3, JavaScript

Applications: GitHub

Tools: Bootstrap, jQuery, node

---

## Projects

Weather dashboard | [Link to deployed project](#)

Weather app that provides current and future weather details for searched cities.

- Tools used: HTML, CSS, JavaScript, jQuery, API

Work planner | [Link to deployed project](#)

A daily work planner which allows the user to input and save text into the description field. In addition, the hours are colour coded depending on the current time of the day.

- Tools used: HTML, CSS, JavaScript, Bootstrap, jQuery, API

Stranded – COVID tracker | Group work | [Link to deployed project](#)

A successful collaboration to create an app for tracking COVID-19 data for searched countries.

- Tools used: HTML, Bootstrap, JavaScript, API

---

## Experience

Team Assistant/PA | MLC Ltd (National Australia Bank) | 2013-2017

- Assisted the NSW/ACT State Manager and 7 Senior Practice Management Managers in extensive diary, travel and expense management.
- Coordinated day to day team operations including organising internal and external meetings and preparing reports and presentations for client meetings.
- Organised and assisted with state-wide client events such as State Conferences, State Christmas parties and client functions.
- Built and maintained strong relationships with clients mainly via phone and email.

Cargo Contact Centre Advisor | Virgin Atlantic Cargo | 2009-2013

- Effectively maintained a high standard of customer service through strong customer relationships.
- Handled reservations and customer service enquiries for all Australian cities via phone and email.
- Liaised with overseas staff regarding cargo operations.

---

## Education

Full stack Web Development | The University of Sydney |

Current - August 2021

Bachelor of Aviation (Management) | University of New South Wales |  
2004-2006

---

#### Skills

- Highly organised and detail oriented professional
- Proactive and determined approach to projects and challenges
- Dedicated and motivated to consistently meet deadlines and prioritise whilst maintaining high standards
- Intermediate to Advance skills in Windows, MS Office (Word, PowerPoint, Excel)
- Strong customer service experience

---

References      On demand