

Mavis Ma

(Xiaojing Ma)

Phone: 0424209565 | Email: imavisma@gmail.com | Link: viszec.github.io/my-portfolio

Address: 883 Collins St Docklands, Melbourne, VIC 3008

EDUCATION

RMIT University

Master of Information Technology

Melbourne, VIC

Mar 2018 - Dec 2019

Coursework: Database Concepts, IT Infrastructure and Security, Usability Engineering, Advanced Programming, Data Mining, Software Engineering Fundamentals, Cloud Computing, Algorithms and Analysis, Programming Internet of Things, Software Engineering Project Management, Cloud Security

Hubei University

Bachelor of Computer Science and Technology

Wuhan, China

Sep 2007 - Jun 2009

TECHNICAL SKILLS

Programming: JavaScript, HTML, CSS, Java, PHP, Bootstrap, React, Vue.js, Node.js

Databases and Services: MySQL, MongoDB, Google Cloud

Software and Tools: WordPress, Wix, SEO, Microsoft Office 365, Adobe Photoshop, Adobe Illustrator

Soft Skills: Agile development, Exceptional communication, Teamwork and Leadership, Time management, Decision-making, Critical thinking, Creativity and Adaptability

PROFESSIONAL EXPERIENCE

Astra Education Group Pty Ltd

Software Engineer

Melbourne, VIC

Dec 2019 - Jan 2024

- Developed and launched pixel-perfect sites and portals from design using HTML, CSS, JavaScript, and WordPress, ensuring alignment with client specifications.
- Maintained websites and provided client support on their requests, which included content optimizations, demonstrating strong customer service and technical skills.
- Devised and executed system administration, server hosting support, and account management strategies to secure and streamline operations.
- Engineered technical SEO strategies and deployed Google Ads management and publishing to enhance brand visibility and online presence.
- Collaborated within the team to diagnose and troubleshoot various websites for the critical client.
- Directed and managed clients' social media accounts, operated digital content, and published promotions to engage with broader audiences.

Achievements:

- Created interactive and dynamic websites that guaranteed high traffic and maximised user experience, resulting in a 40% increase in client reservation volume.
- Optimised HTML, JavaScript, and CSS web pages to boost performance for faster loading and browsing.
- Amplified the brand's ranking in Google search results from approximately 40th to the top 10, consistently maintaining a first page ranking for relevant keywords.
- Advanced platform exposure by 22% through effective digital content management and promotional strategies.

Hubei Haide Software Technology Co., Ltd.

Sales Engineer - Restaurant & Retail POS System

Wuhan, China

Nov 2014 - Jan 2018

- Led POS system deployment, maintained client relationships, refined sales processes, enhanced adaptability through collaboration, boosting sales by 32%.
- Enhanced adaptability and customer satisfaction by integrating feedback, doubling client numbers annually.

Achievements: Annual Best Distributor for Year 2016 - 2017

Wuhan Admiral Technology Co., Ltd. (AOC Brand)

Sales Assistant

Wuhan, China

Oct 2009 - Apr 2013

- Developed visual marketing, tracked sales progress, enhancing product appeal and sales efficiency.
- Organised meetings, collaborated cross-departmentally, executed sales activities, achieved targets, created customer order management software, improving service quality.

OTHER SKILLS AND INTERESTS

Languages: English, Mandarin

Interests: Photography, Cooking, Planting, Singing