

# Mavis Ma

(Xiaojing Ma)

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## 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, microsites, and portals from design using HTML, CSS, JavaScript, and WordPress, ensuring alignment with client specifications.
- Maintained websites and provided client support on their requests, 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 company's critical clients, utilising updated knowledge of modern technologies and techniques in the industry.
- 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 deployment, secured clients, fostered relationships, enhanced adaptability through collaboration, boosted sales 32%.
- Increased adaptability and satisfaction through feedback integration, collaboration drove 32% sales growth.

**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