

Mavis Ma

(Xiaojing Ma)

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Address: 883 Collins St Docklands, Melbourne, VIC 3008

EDUCATION

RMIT University

Melbourne, VIC

Master of Information Technology

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

Wuhan, China

Bachelor of Computer Science and Technology

Sep. 2007 - Jun. 2009

Distinction Average

PROFESSIONAL EXPERIENCE

Astra Education Group Pty Ltd

Melbourne, VIC

Software Engineer

Nov. 2020 - Jan. 2024

- Established interactive and dynamic websites that guaranteed high traffic page views and maximum user experience, generating a 40% increase in client reservation quantity.
- Modified HTML, JavaScript, and CSS web pages to optimise page performance for faster loading and browsing.
- Conceptualised and enforced a server that accelerated document generation of current websites by 17%, garnering consistent commendation and awards from top management.
- Diagnosed and troubleshot different websites of the company's critical clients by deploying updated knowledge of modern technologies and techniques in the industry.
- Participated in the initiation of an All-in-One educational management software, responsible for requirement analysis, architecture design, and selection of third-party components. Guided the team with an agile development methodology, gaining valuable project management experience.
- Communicated effectively within the company and kept senior management posted on ongoing activities.

Hubei Haide Software Technology Co., Ltd.

Wuhan, China

Sales Engineer - Restaurant & Retail POS System

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)

Wuhan, China

Sales Assistant

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.

SKILLS AND INTERESTS

Technical Skills: HTML, CSS, JavaScript, Java, Bootstrap, React, Vue.js, Node.js, PHP, Google Cloud, MongoDB, Wordpress, Microsoft Office 365, Adobe Photoshop, and Adobe Illustrator

Soft Skills: Exceptional communication skills, Teamwork skills, Leadership skills, Decision-making skills, Critical thinking skills, Time management skills, Creativity and Adaptability, Proactive and self-motivated

Languages: English, Mandarin

Interests: Photography, Cooking, Planting, Singing