

Rachel Wang

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SUMMARY

Passionate bootcamp student at Coder Academy. Seeking to use my knowledge and experience of web-development to effectively contribute to the company in an internship position. My advanced communication skills demonstrated by work experience in administration, accounting and payroll industry. Australian permanent residents with unlimited permission to work in Australia.

KEY SKILLS

- Frontend Development
- Backend Development
- User Interface Designing
- Unit Testing
- Coding & Debugging
- Agile Methodology
- Administration and customer service experience

TECH SKILLS

- Languages: HTML5 & CSS & SASS/JavaScript/Ruby
- Frameworks: React.js/Rails/Express.js
- Operating Systems: Windows/Linux/macOS
- Database: SQL (PostgreSQL)/MongoDB
- Cloud: Heroku/Netlify
- Version Control: Git
- Software: VSCode/Atom
- Tools: Bootstrap/Jest/jQuery/Node.js

EDUCATION BACKGROUND

- Oct 2021 – Present **Diploma of Information Technology (Bootcamp)**
Coder Academy, Melbourne, 10-month bootcamp
- Feb 2016 – Dec 2017 **Master of Accounting & Marketing,**
The University of Adelaide, Adelaide, GPA: 5.125 out of 7 (73 out of 100)
- Sept 2011 – July 2015 **Bachelor of Arts—English, Translation,**
City Institute Dalian University of Technology, Distinction average

KEY PROJECTS

Rachel's Portfolio

Link: rachel-s-portfolio.netlify.app

- A static website built in HTML/CSS
- Featured with animation and responsive web design

Vintage Fashion

Link: vintage-fashion.herokuapp.com (I will upload this area after polishing the app again)

- A prototype marketplace in which users can login, upload, buy and sell second-hand clothes
- Created in Ruby on Rails with a PostgreSQL database and deployed using Heroku
- Used the MVC design pattern

Domimo

Link: github.com/xinyirachel/RubyTerminalApp

- This terminal app is a pizza ordering system for a single user to make a single order
- Used the OOP
- Built in Ruby

Simple Note

Link: (I will upload this area after finishing the app before final resume version)

- Clone of Google Keep app
- Created in React.js using React Hooks, state, props, and array mapping

YelpCamp

Link: (I will upload this area after finishing the app before final resume version)

- A website where users can login, create and review campgrounds.
- Created in Node.js, Express, MongoDB, and Bootstrap.
- This is the final project from the Udemy course “The web Developer Bootcamp 2022”.

PREVIOUS EMPLOYMENT

Jan 2021 – Jul 2021 **Payroll Consultant**, Ascender HCM, Melbourne

Key Responsibilities

- Answered enquiries from employee from 3 companies from both AU and NZ via email or phone
- End to end Preceda payroll processing for 7 pay-run groups
- Diagnosed and resolved incidents, analysed and completing requests
- Identified process improvements and seek to create efficiencies for Payroll

March 2019 – Jan 2021 **Payroll Administrator**, Bureau Veritas Australia & New Zealand, Melbourne

Key Responsibilities

- Handled enquiries from over 2000 employees via email or phone
- Set up Australia and New Zealand new employees into Preceda
- Established the organization structure and details of the positions held by the employees
- Entered timesheets on Entry Via Single Screen
- End to end Preceda payroll processing
- Assisted with employee termination when required
- Superannuation contributions
- Payroll Tax
- Third parties payments reconciliation, lodgment and EFT preparation

May 2018 – Dec 2018 **Junior Accountant**, C W Stirling & Co, Melbourne

Key Responsibilities

- Prepared advanced excel spreadsheet as per request for client
- Prepared Income Tax Returns for individuals, trusts, small companies and super funds
- Corresponded with the ATO for refund and information request
- Processed payroll for clients (MYOB)
- Answered phone calls when the receptionist is on leave or on break
- Completed indexing and references for physical files
- Helped with admin tasks like filing, recording, scanning, copying, posting

PERSONAL ATTRIBUTES

- Motivated and hard-working demonstrated by finishing high volume workloads within deadline efficiently
- Strong attention to detail demonstrated by achieving thoroughness and accuracy when accomplishing data entry and calculation tasks without errors
- Excellent written and verbal communication skills
- Exceptional customer service skills and service-oriented approach
- Strong analytical skills demonstrated by resolving payroll queries efficiently and investigate discrepancies for both internal and external customers
- A positive and approachable person to work with

INTERESTS

- I am a good cook ☺
- Cat Lover

REFEREES

References available on request