



## PROFESSIONAL SUMMARY

A junior web developer who is prepared to embrace the most significant challenge of my career.  
A dependable salesperson and proficient IT administrator, contributing to the success of 2 prominent companies in the bathroom and kitchenware industry in S.E.Melbourne

## PROFESSIONAL EXPERIENCE

ON:BOARD WEB SOLUTIONS, FREE-LANCER, MARCH - CURRENT

### **FREELANCE WEB DEVELOPER**

- Partner, free-lancer developer (WordPress, Shopify)

BRIGHT RENOVATION INTERNATIONAL , DANDENONG STH, JANUARY 2024 – CURRENT

### **Ecommerce(Shopify, Wordpress) Specialist/Junior Web Developer**

In-house web developing and e-commerce (Shopify):

- Building and maintaining a sub-brand website [www.sylinn.com.au](http://www.sylinn.com.au) with modern FERN stack techniques
- All 3 Website developments, updates, maintenances & marketing
- Social media updates, Facebook, Instagram, Pinterest, YouTube, twitter, and others
- Build online product database, process orders with allocations of SO & PO, organize couriers & deliveries to customers
- In time, help with other company duties

BRIGHT RENOVATION INTERNATIONAL , RINGWOOD, August 2019 – JANUARY 2023

### **SHOWROOM CONSULTANT/ IT ADMIN**

- Pioneered management of company website and online sales on various platforms such as Brightrenovation.com(Opencart), Ebay, Catch, Amazon etc to maximizing company exposure online and gaining extra profit
- Demonstrate excellent customer service, showing products, offering recommendations, fulfilling requests, answering inquiries, etc. for bathroom and kitchen products at locations of 2 branch stores
- Navigate creation, tracking and fulfillment of customer orders with MYOB software
- Spearhead daily operations such as preparing quotations, coordinating accounts payable and credit data with Excel, etc.
- Oversaw warehouse duties, checking and allocating inward goods and collating and delivering outward goods
- Align objectives with various importers, manufacturers, courier/logistics companies to facilitate efficient operations and build strong partnerships

CHOICE BATHROOMS & KITCHEN SUPPLIES, SPRINGVALE, April 2014 – March 2019

### **SHOWROOM CONSULTANT/ WAREHOUSE STOREPERSON**

- Demonstrate excellent customer service, showing products, offering recommendations, fulfilling requests, answering inquiries, etc. for bathroom and kitchen products including appliances
- Navigate creation, tracking and fulfillment of customer orders with Reckon Quickbook

- Spearhead daily operations such as preparing quotations, coordinating accounts payable and credit data with Excel, etc.
- Website creating and maintaining through Adobe dreamweaver in accordance to company's stock level and sales campaigns.
- Oversaw warehouse duties, checking and allocating inward goods and collating and delivering outward goods
- Align objectives with various importers, manufacturers, courier/logistics companies to facilitate efficient operations and build strong partnerships
- Pioneered management of company website and online shop, to maximizing company exposure online and gaining extra profit

HILL STREET GROCER, HOBART, June 2011 – January 2014

**FRESH PRODUCE RETAIL ASSISTANT**

- Directed inventory efforts, unloading goods, rotating stock, monitoring items, and placing orders
- Conducted fulfillment of customer orders, picking, packing and dispatching goods
- Established processes to ensure organization, cleanliness and safety in the warehouse
- Liaised with customers, answering inquiries, fulfilling requests, directing phone calls

ANGELICARE TASMANIA, HOBART, March 2011 – August 2012

**AGED CARE & DISABILITY SUPPORT WORKER**

- Offered services to people with varying disabilities to aid them in achieving desired quality of life, in accordance with rehabilitation, healthcare and support focus plans, and relevant standards
- Arranged and supervised activities designed to enhance physical, social and emotional wellbeing.

AIR CHINA, CHENGDU, CHINA, February 2007 – January 2008

**AVIATION IMPORT & EXPORT ADMIN**

- Coordinated orders of aviation materials for all domestic airlines, predominantly parent company Air China
- Cultivated strong relationships with multinational industry leaders including Honeywell, Boeing, RR etc.

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## EDUCATION AND CREDENTIALS

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**DIPLOMA OF INFORMATION TECHNOLOGY (WEB FRONT END AND BACK END DEVELOPMENT) FEB 2023- DEC 2023**

*Holmesglen institute, Melbourne*

**CLOUD COMPUTING CERTIFICATION 2023-2024**

*AWS Certified Cloud Practitioner*

*AWS Certified Solutions Architect-Associate*

*AWS Certified Developer -Associate*

**GOOGLE DIGITAL MARKETING & E-COMMERCE CERTIFICATE, 2024**

*Couresa Online Course*

**CERTIFICATE IV OF WEB DESIGN, 2014**

*Open colleges, Sydney*

## **MASTER OF BUSINESS IN INTERNATIONAL BUSINESS, 2010**

*University of Tasmania, Hobart*

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### **ADDITIONAL INFORMATION**

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**Languages:** English, Chinese Mandarin

**Technical Proficiencies:** Point of sales software(MYOB, QuickBooks,Reckon), Microsoft Office Suit, Adobe Web Design Suite, Visual Studio Code etc.

#### ***Front End Skills and Technologies:***

**React.js**

**JavaScript**

**Node.js & NPM**

**HTML5 & CSS3**

**WordPress**

**Shopify**

jQuery

Unit Testing

GIT

SASS

Responsive Design

User Interface and User Experience Design

SEO and Accessibility Essentials

Web Marketing Essentials

Deployment

#### ***Back End Skills and Technologies:***

**Node.js (Server-Side Scripting)**

**Express.js**

**NPM**

**Restful API Design**

**PHP**

**Database Design (MongoDB, Firebase and MySQL)**

Authentications & Authorization

Docker Basics

Cloud Deployment

*References available upon request*

