Leo's Resume

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Career History

May - September 2019: Temporary Clerk (Evangel College)

Key Responsibilities
- Data entry, Documents Processing
- Taking extra-curricular activities' enrolments and receiving payments
- Liaising with both internal and external stakeholders
- Customer Service (Phone and Frontdesk of school office)
- General Administration

Key Skills and Experiences
- Customer Service experience
- Microsoft Office skills
- Written and verbal communication skills
- Ability to work well under pressure within a fast-paced environment
- Self-starter with ability to adapt to new systems and processes quickly

February - December 2022:
Web Developer, Client Liaison, Database Developer
(Monash University Industry Experience Studio Project S1/S2 2022)

Key Responsibilities
- Ensure proper processes and controls are in place
- Ensure project outcome meets expectations
- Project Governance
- Full-stack website Development
- Design and administer Database with data from MYOB
- Stakeholder management and engagement

Key Skills and Experiences
- Project Management in AGILE
- Interactive Web System Development with CakePHP and Google Maps API with JavaScript
- Ability and Experience in IT project management
- Planning, prioritizing and delivering products
- Create and manage project artefacts such as Iteration reports and technical documents
- Relationship building, collaboration and influencing skills

Career History	**Throughout 2022: Volunteering (Monash University MSA)**
	Key Responsibilities - Greeting and assisting school visitors - Provide orientation and guidance to various services within campus - Booth setup and Decoration, present and hand out samples - IT Support - Pick'n'Pack **Key Skills and Experiences** - Teamwork and communication - Passion for helping others - Orientation and map skills - Over 30 hours of Volunteering
Education	**August 2020 - December 2022:** **Bachelor of Information Technology** **Monash University, Australia**
	Software Development Major **Key Knowledges and Experiences Gained** - Undergraduate Industry Experience Project - Programming in Java, C++, Android app - Database Design and Implementation (MySQL, Oracle SQL Developer) - Web Development with HTML/CSS, JavaScript + Frameworks and APIs - Software Design and Implementation - Project Management, documentation and softwares - Interactive Media
	September 2017 - August 2019: **Higher Diploma in Information Technology** **Hong Kong University SPACE, Hong Kong**
	Key Knowledges and Experiences Gained - Programming in C - Internetworking, network administration and configuration - Information Security Tools and Compliances, Ethical Hacking - Project Management and softwares
	September 2011 - August 2017: **Secondary Education Graduation (HKDSE)** **Evangel College, Hong Kong**
	Electives: Physics and CT/ICT
References	**Rick Blankenforth**
	Managing Director I.B. Australia 4 Shearson Crescent, Mentone, Victoria 3194, Australia Our client and contact person when we worked on a CRM-on-a-Map internal-use web system for their company in the Monash UGIE Project.
	Pooneh Zarbafian
	Supervising Tutor Monash University Wellington Rd, Clayton VIC 3800, Australia Pooneh was the supervising tutor of our team - Team Little Snow Soo - in the Monash UnderGraduate Industry Experience (UGIE) Project.

Technical Skills	**Document Processing**
	Microsoft Office, Libre Office, Open Office
	Software Development, Programming and Languages

	Languages
	       Since 2015 - Java, C, HTML, PHP, Turbo Pascal, Scratch
	       Since 2017 - C#, C++
	       Since 2019 - JavaScript, MySQL
	Frameworks, Libraries
	       Since 2022 - CakePHP 4.0, JQuery, NodeJS, ReactJS

	Project Management and Organisation
	Planning, documenting and generating suitable presentations Drawing Diagrams, Prototyping, UI Design LucidChart, Diagrams.net, Balsamiq, Figma
	Written and Verbal Languages
	English(IELTS 9.0/8.5/7.0/7.0) Chinese (Mother Language) Japanese (JLPT: N2)
	Photo and Video Editing
	Adobe Photoshop, Photopea PowerLink CyberDirector
	Online Collaboration and Conferencing
	Github Slack, Microsoft Teams Zoom
Transferable Skills	Work experience in school office Troubleshooting and Problem Solving with open and flexible mindset Team player Attention to Details Organisation and Planning
Certifications	**STEM Connect Virtual Experience Program** **Certificate of Completion**
	Issued by Forage Enrolment Verification Code: C53tYSFMNZysqHz8v User Verification Code: 9mrXzWcX9kMiBQ5kW
	Monash University Industry Experience Studio Project **Certificate of Participation**
	Semester 1 and 2 2022
	Monash Student Association **Volunteering Certificate 2022**
	Volunteering over 30 hours in 2022
Hobbies	Cooking Playing video games Programming Building and painting model kits Creating pixel arts Learning new techniques and knowledges