

James Tan

Postal Address: Carlton, Victoria, 3053

Mobile: (+61) 415-414-399 || Email: tanjunda8680@gmail.com || LinkedIn URL:
<https://www.linkedin.com/in/jamestan8680/>

SKILLS

- Programming/scripting language: JavaScript, Kotlin, HTML5, CSS, SQL, Python, C++
- Web Development: ReactJS, Redux, NodeJS, NextJS
- Databases: MongoDB, MySQL, PostgreSQL, SQLite
- Tools: Postman, phpMyAdmin, MySQL Workbench, Figma, Trello
- Strong MS Office Suit skills (especially in word & outlook)
- Working as part of an Agile team throughout whole SDLC, using Jira as a project management tool

QUALIFICATIONS

Swinburne University of Technology

Mar. 2021 – Nov. 2023

Bachelor of Computer Science (Software Development)

WORK EXPERIENCE

Service Desk Analyst | Swinburne University of Technology

Aug. 2023 – Feb. 2024

- Identifying and resolving technology-related issues.
- Utilizing technical expertise to address problems.
- Collaborating with various teams to address tech issues.
- Maintaining high level of customer satisfaction

Software Developer Intern | 99Aupairs | Melbourne

Aug. 2022 – Nov. 2022

- Create a new website up for the business <https://99aupairs.au/> from the scratch and generating leads to assist business in expanding and discover strategies to shorten the time takes to move an application through the process.
- Configure lazy loads on the website to improve loading speed.
- Self-trained in the use of the Zoho CRM tools and integrated into the website to assist business build excellent customer relationships.
- Collaborated with team member, providing assistance and support, ensuring to meet tight deadlines and high-quality product.

SOFT SKILLS

- Excellent verbal and written communication skills.
- Strong interpersonal skills.
- Proficient in CRM system.
- Proven ability to analyse complex issues, identify root causes, and develop innovative solutions.
- Strong organizational skills and the capacity to prioritize tasks, meet deadlines and manage workloads efficiently.

CERTIFICATES

- Working with children check (Issued Aug 2023)

PROJECTS

Clockwork Paperwork | Capstone Project

Mar. 2023 – Nov. 2023

- Designed and created functional UI wireframes that provide a platform for creating legal documents, letters, and contracts by customizing the default templates provided.
- Utilised React to create a reusable, responsive and visually appealing components that meet accessibility and usability standards.
- Interact with the backend through API calls, rendering data, and update the user interface as needed.
- Used AWS to host the database and used it to develop and test the project.
- Utilized JavaScript library like EmailJS by connecting it to one of the supported email services, creating an email template, and using EmailJS to trigger the email.

Food Ordering App | Personal Project

Jan. 2023

- Developed and implemented front-end components based on UI design specifications, ensuring a consistent and user-friendly interface across the entire application.
- Leveraging React hooks to enhance functionality and state management.

Quiz App | Personal Project

Nov. 2022

- Designed and implemented an Android app that enables users to design quiz question can also be updated, delete, and add a new one. Utilized Kotlin and SQLite to save data.
- Responsive and shows system status – e.g. when you click on one of the multiple choice it shows as bold text.