

AUBREYLEEN GAMBOA

SOFTWARE DEVELOPER & DATA SCIENCE

CONTACT

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PROFILE

A highly skilled qualified candidate seeking a challenging career in the IT sector to further develop my skills and contribute to organisational objectives

EDUCATION

2020
CODER ACADEMY [AUSTRALIA, VIC]
Diploma of Information Technology

MANAGEMENT SKILLS

- Analytical and Critical Thinking
- Agile Methodology
- Decision making and teamwork
- Supply Chain Management
- Trello, Git, Excel, Powerpoint, CRMs

TECHNICAL SKILLS

- Software Engineering
- Javascript
- MERN Stack
- Ruby
- Ruby on Rails
- Machine Learning
- DB – Mongo, MySQL
- Python, R, SQL, HTML, SCSS
- AWS – S3
- DEPLOYMENT – Heroku, Netlify, Github

EXPERIENCE

2018 - PRESENT

Accounts and Admin Officer | LUXCEL BLINDS

- Processing Orders, Accounts, BAS, Budget Planning
- Handling customer and booking enquiries
- Processing **Production Scheduling** with attention to detail
- **Interpret and prepare quotations and follow ups**
- Actively **collaborating** with Production teams and Sales teams to **deploy products**.

2017 -2020

Sports Co-Ordinator | WESTERN SPORTS OF MELBOURNE

- Facilitate compliance with policies, and procedures in relation to committee management
- **Managing players through development and mentoring**
- Liaising with Coaches, Parents, Players and Club Managers
- Assisting Coaches and Referees
- Upload and **maintenance of database**
- Organising accounts, fixtures, rosters and equipment
- Organising **events, awards, sponsors and tournaments**

2012 - 2015

Bookkeeping Admin Officer | DITO PAINTING & MAINTENANCE

- Processing and raising job orders
- Organising **Induction and White Cards**
- Maintaining **Accounts Payable** and **Receivables**
- Weekly **Payroll**, Monthly **Reconciliations**
- **Monthly, Quarterly BAS and Yearly Financial Reports**
- Maintain operational WHS standards

2002 – 2005

Medical Claim Services | MEDIBANK PRIVATE

- **Processing and Assessing Medical Claims**
- **Liaising effectively with Medical Professionals**
- Managing and reporting stats
- Responding to medical provider enquiry lines
- **CRM maintenance and update**