
Tegan Kelly

Bright, Victoria
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OBJECTIVE

Tenacious systems coordinator and web development graduate, seeking to enter the tech industry. Bringing diverse experience from veterinary, administrative and customer service industries.

SKILLS

Communication both with clients and within team. Ability to develop procedure and maintain processes within systems. Recently studied tech skills include: HTML, CSS, Ruby on Rails, MERN stack.

PROFESSIONAL HISTORY

North East Civil Construction, Bright VIC - *Systems Coordinator*

2013 - PRESENT

- General administrative duties including maintenance of existing systems pertaining to OHS and fleet maintenance
- preparation of reports for submission to the ATO
- Providing support to the Accounts and Project teams
- Liaising with contractors regarding OHS reporting and procedures

Alpine Animal Doctors, Porepunkah VIC - *Vet Nurse*

AUG 2015 - AUG 2019

- Undertaking consultation with clients regarding general pet health
- Maintenance of pharmacy stock levels and medical supply
- Monitoring of various species anaesthetic and post-operative care
- Development, scheduling and instructing Puppy School

EDUCATION

Coder Academy, Melbourne VIC - *Diploma of IT (Web Development)*

OCT 2019 - AUG 2020

HTML, CSS, Ruby, Rails, Git, JavaScript, APIs, MongoDB, Node.js, Mongoose, Express.js, React, Redux.

Collaboration, communication, Agile Methodology, Git Flow, Git Hub.

