

Personal Details:

Name: Deborah Coe

Address: Macarthur District, NSW

Contact: maidinaussie@hotmail.com

Nationality: Australian

Languages Spoken: English

Interests: Computer Technology, Web Design, Sailing, Interior Design, Gardening

Career Objectives

To provide a full service freelance web design service while developing further skills in all aspects of web design.

To complete the necessary qualifications to teach Information Technology and Business Administration in a casual position at a TAFE college.

Work Ethic

An efficient worker with high standards and excellent business communication skills. Goal oriented, deadline driven, extremely organised, enthusiastic, persistent, focused, dependable, ethical and cooperative.

Skills

- ❖ HTML, XHTML, CSS, PHP, SQL, JavaScript
- ❖ Adobe Dreamweaver, Fireworks, Photoshop, Acrobat Professional and Premier
- ❖ Microsoft Office including; Word, Excel, Outlook, Access, PowerPoint and Publisher
- ❖ Keyboarding Skills – Speed 86.6 words/minute - 433 keystrokes/minutes - 99.6% accuracy.
- ❖ Residential Construction including; Design, Drafting, Estimating, Administration
- ❖ Project Management
- ❖ Report writing and written correspondence
- ❖ Customer Service
- ❖ Marketing and Sales

Education

- 2009** **Diploma – Business Administration**
TAFE, Albury, NSW
- 2009** **Certificate IV – Web Design (Current)**
TAFE, Padstow, NSW
- 2009** **Web Design Build II**
Leader in Virtual Studies, LVS Online
- 2009** **Web Design Build I**
Leader in Virtual Studies, LVS Online
- 2008** **Certificate IV – Business Administration**
TAFE, Albury, NSW
- 2007** **Macromedia Advanced CSS Website Design**
Dynamic Web Training, Sydney
- 2007** **Macromedia Dreamweaver Website Design**
Dynamic Web Training, Sydney
- 2006** **Macromedia Fireworks 8 Introduction to Website Design**
TAFE, Campbelltown, NSW
- 2004** **Safety Checking Electrical Appliances**
TAFE, Granville, NSW
- 2003** **Certificate III – Information Technology**
TAFE, Campbelltown, NSW
- 2003** **Understanding Key Workplace OHS Issues in the Office and Business Industry**
Department of Industrial Relations – Queensland
- 2003** **Understanding of Key Workplace OHS Issues in the Building and Construction Industry**
Department of Industrial Relations – Queensland
- 2002** **Certificate II – Information Technology**
TAFE, NSW
- 1992** **Legal Relationships in Conveyancing**
Gordon Cavanagh Solicitors
- 1987** **Word processing Certificate**
TAFE, NSW
- 1973** **School Certificate**
Ingleburn High School

Employment History

1997 – Present

Sales, Marketing and Administration

Bargo Colonial Cottages P/L

Bowral, NSW

Responsibilities:

Sales:

- ❖ Interview prospective clients and prepare home design alternatives to suit their land and personal requirements.
- ❖ Customise standard designs and provide basic hand drawn or AutoCAD generated sketches to prospective clients.
- ❖ Liaison with prospective clients regarding BASIX and Energy Efficient design.
- ❖ Prepare, type and present quotations.

Administration / Accounting:

- ❖ Assist clients with their inclusions and selections.
- ❖ Preparation of plans and documents for submission to Council including BASIX Certification.
- ❖ Assist with quantity surveying and estimating.
- ❖ Prepare, type and present building agreements to clients for signing.
- ❖ Assist with the preparation of orders for suppliers and sub contractors.
- ❖ Issue variations and progress claims to clients, and maintain records.
- ❖ Prepare and type general correspondence to councils, sub-contractors and suppliers

Information Technology:

- ❖ Maintain and upgrade the company's computer workstations. Both hardware and software.
- ❖ Design, implement and maintain a Microsoft Access data base for storage and retrieval of company records.
- ❖ Design, implement and maintain the company's website.

1994 – 1996 - Part Time

Bookkeeping

Maintenance Matters

Campbelltown, NSW

Responsibilities:

- ❖ Preparation of quotations for property maintenance/landscaping contractor.
- ❖ Small business bookkeeping, including; invoicing, reconciliation, accounts payable and receivable.

1995 – 1996 - Part Time

Bookkeeping

Leigh Edwards Chartered Accountant

Camden, NSW

Responsibilities:

- ❖ *Liaison with clients, employers and taxation office.*
- ❖ *Providing information to assist clients.*
- ❖ *Carrying out typing, filing, bookkeeping and banking as required.*
- ❖ *Preparation, typing and electronic lodgement of taxation returns and desk audits.*
- ❖ *Data processing and word processing using Ami-Pro computer package.*
- ❖ *Managing company's rental properties.*

1992 – 1994

Sales Consultant / Secretary

Bob Allen & Calypso Homes Pty Ltd

Mt Annan, NSW

Responsibilities:

- ❖ *Liaison with prospective clients, land sales agents, real estate agents, company representatives and sub contractors.*
- ❖ *Interview clients and prepare home design alternatives to suit their land and personal requirements.*
- ❖ *Assist prospective land purchasers in selection of suitable land.*
- ❖ *Organising referrals to Land Sales Offices.*
- ❖ *Prepare, type and present quotations to prospective clients.*

1990 – 1992

Sales Associate

Nationwide Realty Campbelltown

Campbelltown, NSW

Responsibilities:

- ❖ *Liaison with purchasers, vendors, solicitors and colleagues with regards to sales and purchases of real estate property.*
- ❖ *Market appraisals, listing of homes/land for sale.*
- ❖ *Preparation of submissions and advertising.*

Referees

Provided upon request.