

# Sher Li Tan

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## Skills

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- Organisation
- Attention to detail
- Quick to learn new technical skills
- Creativity and flexibility to solve problems
- Languages other than English: Mandarin, 6 years of high school Japanese, basic Malay

## Computer Skills

- Microsoft Office: Word, PowerPoint, Excel
- Adobe Suite: Photoshop, Illustrator, Premiere Pro
- Google: Drive, Docs, Sheets, Slides
- CAD: Solidworks, Inventor
- Programming languages: HTML/CSS, basic JS
- Others: Canva, Figma

## Work Experience

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### Sparks & Partners Consulting Engineers, Parramatta

(July to August 2022, January 2024)

Admin Assistant

- Acted as a central point of contact, fielding customer inquiries (phone and email) regarding engineering projects. Efficiently connected clients with the appropriate senior engineers and/or relevant engineers.
- Assisted senior engineers by meticulously documenting emails, fee proposals, architectural drawings and service diagrams.
- Proactively sent out 20+ daily emails regarding proposed project fees, enabling managers to set accurate fees and negotiate effectively with future clients.
- Ensured office kitchen, stationery supplies and first-aid kit were always well-stocked.
- Maintained accurate project information by consistently updating Excel, MYOB Exo databases.

(March to August 2023)

Accounting Assistant

- Supported the Accounting Manager by processing payments and invoices, ensuring timely management of accounts payable and receivable.
- Further leveraged MYOB Exo Business to manage financial transactions and update customer and vendor details.

### **Ms Dumpling, Castle Hill**

(March 2021 to July 2022)

Server

- Ensured continuous customer happiness in remembering regular customer needs and adeptly helped new customers make meal choices.
- Independently ensured all sauces were well stocked and restaurant was always 100% clean, tidy and safe.
- Trained new team members to work cohesively in fast-paced environment.
- Confidently relayed customer wishes to Chinese-speaking only kitchen staff and vice versa.

### **Lifeline McArthur, Castle Hill**

(November 2020 to July 2021)

Retail Shop Volunteer

- Enhanced customer perception of donated goods by coordinating with team members to achieve daily neat and fashionable arrangement of merchandise.
- Sorted, priced and labelled up to 100 new stock per day - ranging from clothing, toys to household goods.
- Supported customers in locating merchandise and decision-making.
- Helped ring up sales at cash register and bag merchandise.

### **Anglicare Retirement Village, Castle Hill**

(March 2019 to March 2021)

Weekend Volunteer

- Coordinated and supervised various new and fun activities to ensure elderly residents were always entertained and occupied on slow morning weekends.
- Smoothly prepared food and drinks alongside fellow volunteers according to supervisor's instructions. (Coffee shop experience)
- Established positive relationships with residents, volunteers and workers.

## **Education**

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### **Western Sydney University:**

Bachelor of Industrial Design

(2019 - 2024)

- Ideated several products at a time and produced their prototypes, graphical and physical.
- Pursued a passion for website and app design.
- Activities: Treasurer in Robotics, Automation and Manufacturing Club (2023 – 2024)
  - Created posters and marketing materials to advertise club events and activities
  - Collaborated with fellow members to plan and execute events that introduced and promoted the club to robotics and engineering enthusiasts
  - Oversaw the financial administration of the club, planning and allocation of budget for purchases such as merchandise and equipment

## **Interests and Hobbies**

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- Designing and coding websites
- Creating online content with illustrations and writing
- DIY projects and trying out new recipes
- Learning languages