

Chelsey Williams

SOFTWARE ENGINEER

hello@chelseywilliams.com
Central Coast, NSW

PROFILE

Sydney-based back-end software developer focused on projects that elevate small businesses to their full potential. Background includes managing complex projects and encouraging team collaboration. Strong work ethic and growth-mentality while maintaining a healthy work-life balance. Committed to continuous learning and making a positive contribution.

PROGRAMMING LANGUAGES

- C#, C++, Java, HTML, Python

EMPLOYMENT & EXPERIENCE

Accounts Administrator

Merewether Investment Partners, Sydney NSW

Aug 2022 – Feb 2024

- Managed financial operations, including payroll, accounts payable/receivable, and investment recording.
- Acted as a personal assistant to the Director, managing various tasks that required adaptability and a proactive approach.

Office Manager/Accounts Administrator

Evolve Coastal, Terrigal NSW

Mar 2020 – Aug 2022

- Handled client bookkeeping processes across various industries, focusing on accuracy and efficiency in financial operations.
- Responsible for Xero software setups and training, optimising financial management systems for clients.

Owner/Bookkeeper

The Virtual Dollar, Terrigal NSW

Feb 2018 – Mar 2020

- Responsible for preparing financial statements and reports, providing clear insights to my clients.
- Assisting in budgeting and managing client expenses to optimise financial performance.

Administration Assistant

VFT Engineering Surveyors, Gosford NSW

Feb 2014 – Feb 2018

- Supported office operations by managing correspondence, scheduling, and document management.
- Assisting in contract administration and providing comprehensive customer service and administrative support.

EDUCATION & CERTIFICATIONS

Bachelor of Software Engineering (Current GPA 6.60)

Torrens University Australia, Online (In Progress)

May 2025

Follow WHS Procedures (Blue Card)

Certificate Number: 14670189-9294473

Mar 2024

Infection Control Training (COVID-19)

Certificate Number: 20230303-7121363-3359704

Mar 2023

NSW Justice of the Peace

Registration Number: 214880

Jul 2020

High School Certificate

St Phillips Christian College, Gosford NSW

Nov 2011

REFERENCES

Available upon request