linkedin.com/in/mariam-mojid

Mariam Mojid

(+61) 452 664 925 | mariammojid@gmail.com | Australian Citizen

Education

ADV SCI (HONS)/COMPUTER SCI | 2020-2024 | UNIVERSITY OF NEW SOUTH WALES

Experience

LOCAL GOVERNMENT MONITORING LEAD | BNBGUARD | FEB 2020 – PRESENT
- As team lead, I'm responsible for:
    - Planning and designating weekly work for a team of 8.
    - Overseeing the QA process.
    - Creating final customer reports.
    - Assessing team performance, training team members and addressing task-related enquiries.
    - Managing and optimising council spreadsheets.
    - Investigating duplicate matches and confirming address accuracy on flagged listings.

PROPERTY DATA MONITOR | BNBGUARD | JUNE 2019 – FEB 2020
- Monitoring properties for Australian and New Zealand councils to protect from illegal subletting.
    - Analysing short-term rentals to find exact property addresses.
    - Running quality assurance checks on collective team results.
    - Compiling large amounts of data on excel spreadsheets in a cohesive manner.

ACADEMIC TUTOR | HSC SUCCESS TUTORING | JAN 2020 – JULY 2020
- Creating class material and teaching Maths, Biology & English to primary & secondary school students.

RECEPTIONIST & PARALEGAL | OPTIMUM LAWYERS | JAN 2019 – MAR 2019
- LEAP legal software, drafting documents, booking settlements, reviewing client statements, managing the reception, and corresponding with councils, organisations, and clients.

Skills & Abilities

- Management – Trello, HubSpot, Gitlab, LEAP Legal Software
- Leadership – Team performance and Training
- Programming – C and Python
- Microsoft Office (Word, Excel, PowerPoint, Note, Outlook) & Google Workspace (Docs, Sheets, Slides)
- Productivity – Quality Assurance, Customer Service and Administration.