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| **STEVE LITTLE** | Shape  Description automatically generated with low confidence |
| Baby with solid fill Somewhat Junior Web Developer |
| Phone Vibration with solid fill +61 402 536 853 Send with solid fill bigsteve@redandblackzone.com Earth globe: Asia and Australia with solid fill [redandblackzone.com](https://redandblackzone.com/) |

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|  |  | Scripting and Software Experience |
| SCRIPTING | Scroll with solid fill | **HTML . CSS . JavaScript . PHP . MySQL . YAML** |
| ENVIRONMENT SOFTWARE | Sustainability with solid fill | **VSCODE . MAMP . XAMPP . MACOS . Brackets . Command Line . Docker . GIT . GitHub . GitLab . Remote Work** |
| DESIGN | Palette with solid fill | **Photoshop . Illustrator . Photopea . Premiere Pro . Adobe XD . Lightroom** |
| ADMINISTRATION | Work from home desk with solid fill | **Excel . Word . Dropbox . Adobe DC** |

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|  |  |  | Areas of Expertise |
| WEB DESIGN | **Computer with solid fill** | * **Web Page creation with HTML and CSS.**
* **User feedback sessions.**
* **Project management.**
 | * **Wire-framing and website design**
* **Graphic Design.**
* **Experience in dealing with low level security attacks.**
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| SCRIPTING LANGUAGES | **Layers Design with solid fill** | * **Good overall knowledge of JavaScript and PHP.**
* **Object Orientated Programming with use of functions, classes and methods.**
* **Knowledge of database design and normalisation theory.**
 | * **Basic knowledge of WordPress child theme and plugin development.**
* **General knowledge of database manipulation with SQL and PHP.**
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| OTHER TALENTS | Clapping hands with solid fill | * **Strong written communication skills.**
* **Screenplay writing.**
* **Film Production and editing.**
* **15 years volunteer experience as in web design, maintenance.**
 | * **Wide knowledge and experience in the running of social media platforms such as Facebook, Twitter, Instagram and YouTube.**
* **Experience in the rugby league industry.**
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|  |  |  | Education  |
| WEB SITE DEVELOPMENT **Northern Sydney Institute of TAFE2021**  | **Scientific Thought with solid fill** | **DIPLOMA OF WEB DEVELOPMENT*** **Client-Side Scripting.**
* **Web Project (HTML / CSS / JavaScript).**
* **CMS.**
* **SQL Database Design.**
* **Emerging Technologies.**
* **Website Security.**
* **WHS and Copyright**
 | **CERTIFICATE IV WEB-BASED TECHNOLOGIES*** **Client-Side Scripting.**
* **Server-Side Scripting.**
* **CMS.**
* **Web Page Design and Layout.**
* **Web Page Creation.**
* **WHS and Copyright**
 |
| SCREEN AND MEDIA**Northern Sydney Institute of TAFE2015-14**  | Director's Chair with solid fill | **DIPLOMA OF SCREEN & MEDIA*** **Distinctions in: work health & safety, camera production, Editing, workflow & multi-cam production.**
* **Credits in: production collaboration, camera techniques, editing techniques, scriptwriting.**
 | **CERTIFICATE IV SCREEN & MEDIA*** **Distinctions in: storyboard creation. Credits in: lighting design, editing (asset management).**
 |
| OTHER TALENTS**North Sydney TAFE2011**  | Clapper board with solid fill | * **Web Design**
* **Design**
* **Audio**
 | * **Video**
* **Animation**
* **OH&S**
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|  |  |  | Credentials  |
| POLICE CHECK  | **Siren with solid fill** | **Certificate No. NCHRC-2019-81966** |  |
| WORKING WITH CHILDREN CHECK  | **Children with solid fill** | **WWCC No. WWC0910480V** |  |
| SOCIAL MEDIA  | Online Network with solid fill | * [linkedin.com/in/redandblackzone](https://www.linkedin.com/in/redandblackzone/)
* [medium.com/@BigSteveLittle](https://medium.com/%40BigSteveLittle)
 | * [github.com/BigSteveLittle](https://github.com/BigSteveLittle)
* [vimeo.com/stevelittle](https://vimeo.com/stevelittle)
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|  |  |  | Employment  |
| WELCOME HERE PROJECT**ACON HealthMay 2019 to July 2020**  | **Door Open with solid fill** | * **Maintaining databases and spreadsheets.**
* **Resolve database issues.**
 | * **Communicating with program clients.**
* **Introduction of clients to program and seeking feedback.**
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| MEDIA OFFICER**North Sydney BearsJanuary 2002 to November 2018**  | Football with solid fill | * **Official website design, development & administration**
* **Produced sports photography that has appeared in many sporting publications.**
* **Produced video and multimedia programs**
* **Written weekly match reports**
 | * **Management of social media**
* **Developed and planned marketing campaigns**
* **Dealt with the public as well as media enquiries both written and verbal**
* **Scheduled media events such as photoshoots and interviews**
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| INTERNSHIP**Chief Entertainment2016**  | DVD player with solid fill | * **Various areas such as editing, studio/camera, media/MCR**
 |  |
| MAIL ROOM ASSISTANT**Quantum Ltd2016**  | Mailbox with solid fill | * **Mail sorting.**
* **Driving, delivery of mail and parcels.**
 |  |
| ART DEPARTMENT**Film: The Osiris ChildAugust 2015 to October 2015**  | Modern architecture with solid fill | * **Costume**
* **General construction**
* **Set/Props**
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| FEATURED EXTRA**Film: Wait in Fright****Film: Killing GroundMarch 2015 to June 2015**  | Drama with solid fill | * **Two-up game – outback Australia**
* **Construction worker – pub scene and party**
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| PAYROLL OFFICER**NSW Fire BrigadesMay 2001 to July 2014**  | Fire Hydrant with solid fill | * **Check correctness of fortnightly timesheets for brigade employees before processing pay entitlements.**
* **Answer employees’ enquiries on payroll entitlements, leave entitlements, allowances and superannuation.**
* **Monitor integrity of all payroll data generally and take action if necessary.**
* **Communicate with regions, stations and employees regarding timesheets, miscellaneous vouchers and other payroll claims.**
 | * **Organise with Accounts section payment of payroll adjustments via EFT.**
* **Monitor returned payments due to incorrect account coding and take action to correct and re-send if necessary.**
* **Prepare vouchers for payment of all payroll deductions to all organisations.**
* **Check payroll audit reports and take action to correct them before the second payroll run.**
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| PAYROLL / STAFFING OFFICER**National Parks and Wildlife Service NSWMay 1995 to May 2001** | Kangaroo with solid fill | * **Calculations, entry of data entry for all overtime, leave loading, and miscellaneous deductions and method of pays for public servants.**
* **Dealing with enquiries from the State Superannuation Board.**
* **Checking of calculations, entry of data for all salary variations, higher duties allowance, State Superannuation Fund deductions, new appointments and resignations for public servants.**
 | * **Processing payments in relation to salary variations, higher duties allowance, new appointments and resignations.**
* **Produce reports for managers as required.**
* **Record and maintain all leave and personnel records for the District**
* **Arrange recruitment papers for all new staff**
* **Perform other human resource related duties necessary**
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| PAYROLL OFFICER**State Forests of NSWApril 1991 to May 1995** | Forest scene with solid fill | * **Calculations, data entry and notation of salary cards for all overtime, leave loading, Superannuation and Miscellaneous deductions.**
* **Fortnightly balance of Public Service Payroll.**
* **Dealing with enquiries from the State Authorities Superannuation Scheme.**
* **Maintenance and fortnightly balancing of miscellaneous cheque list for payroll.**
* **Fortnightly reconciliation of group tax.**
* **Checking of calculations, entries in data entry books and notation of salary cards for all salary variations, higher duties allowance, State Superannuation Fund deductions, new appointments and resignations for the Commissions public servants.**
 | * **Monthly reconciliation of corporate payroll accounts.**
* **Dealing with enquiries from the State Superannuation Fund and arranging payment and dispatch of the monthly bill.**
* **Preparation of fortnightly supplementary salary advices.**
* **Processing appropriate manual payments in relation to salary variations, higher duties allowance, new appointments and resignations.**
* **Maintenance and Monthly reconciliation of Senior Executive remuneration packages.**
* **Arrange payments for Senior Executive Salary and Package components.**
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| CLERK, COMPUTER SERVICES BRANCH**State Forests of NSWAugust 1987 to April 1991** | Forest scene with solid fill | * **Preparing, checking and filing of flexi and leave records for all staff within the branch.**
* **Ensuring that all leave forms are submitted by all staff.**
* **Submission of approvals for computer equipment and work approvals.**
 | * **Process purchase orders and invoices.**
* **Arranging for transportation of computer equipment to regional country areas.**
 |
| CLERICAL ASSISTANT (SERVICES)**Adult Migrant Education Service February 1986 to August 1987** | Remote learning language with solid fill | * **Process all casual teachers’ pay claims and prepare for payment.**
* **Preparing, checking and filing of flexi and leave records for all staff within the branch.**
* **Ensuring that all leave forms are submitted by all staff.**
 | * **Process purchase orders and invoices.**
* **Arranging for transportation of computer equipment to regional country areas.**
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