

Drew Baker

EDUCATION

Geelong High School:

2019 Completed Year 12 VCE

La Trobe University:

Bachelor of Information Technology

February 2022 - Present

QUALIFICATIONS AND TRAINING

- **VET Course - 2018 Completed Cert II Building and Construction: Carpentry**
- **Cybersecurity Awareness training provided by Amazon**
- **Microsoft Chief Information Security Officer (CISO) Modular Workshop Training**

SKILLS

Key skills:

- ✓ Ability to Work Unsupervised
- ✓ Critical thinker
- ✓ Initiative
- ✓ Interpersonal skills
- ✓ Keen eye for detail
- ✓ Problem Solving
- ✓ Risk management
- ✓ Team work
- ✓ Time management

Technical Skills:

- ✓ System building
- ✓ Python
- ✓ HTML 5
- ✓ CSS
- ✓ SQL
- ✓ Microsoft Office Suite
- ✓ Windows
- ✓ Linux
- ✓ MacOS

EMPLOYMENT

BUILDERS TEAM MEMBER, Bunnings:

November 2016 - Present.

Essential team member working in the Builder's Department, tasked with independently managing the trade desk and working as an across-store team member. During my time I've developed the following skills:

- Electronic Banking Systems
- Customer Order System
- Customer Service, such as, maintaining customer delivery expectations
- Stock matrices reports
- Training team-members
- Trained extensively in OHS and safe COVID-19 procedures.

Custom PC's, Self-employed:

2020 - Present.

I have created my own scalable micro-business where I:

- Advertise to individuals looking to build or upgrade a new or existing system.
- Create a comprehensive build as to their needs.
- Provide technical support where necessary.

PERSONAL ATTRIBUTE

- **Critical thinker:** Through Pandemic PC's collaboration and understanding of computers is required and enhanced by critical thinking as to curate an appropriate build. This transferable skill is something I also use in everyday life.
 - **Verbal Communication:** Proven ability to communicate within a team demonstrated by being a pivotal member of the builders team at Bunnings Leopold. This is a transferable skill that can be carried to workplaces as well as academics.
 - **Commitment & Dedication:** Consistently using initiative to ensure that the daily operations are conducted smoothly.
 - **Reliability and Honesty:** Consistent involvement with the team managing cash pick ups and final counts, as well as taking full responsibility for allocated roles and accountability for any actions taken.
 - **Collaborative Team Member:** Ability to be an adaptive and versatile team member in high stress environments.
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