

# Callum Reynolds

## Contact Details

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## Skills Summary

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- Effective communication and cooperation interacting with team members and clients;
- Honesty, reliability and ability to responsibly undertake allocated tasks in a timely manner;
- Able to adapt to changing situations and priorities using self-motivation and initiative;
- Ability to achieve results in a team environment and working autonomously;
- Ability to build rapport and trust with a positive and friendly attitude; and
- Maintaining a clear focus on producing results required in a fast-paced environment reliant on attention to detail.

## Professional Development

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2019 Diploma of Software Development, Caboolture TAFE  
2015 Certificate III in Information, Digital Media and Technology (Networking), Southbank TAFE  
2015 Certificate of Completion for Information Technology Essentials (Cisco), Southbank TAFE  
2013 Certificate in Information, Digital Media and Technology, Craigslea High School

## Work Experience

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### July 2016 – Present

VIP Cleaning Home & Business Cleaning

Key responsibilities:

Preparation of consumables and equipment;  
Conduct cleaning tasks within business and domestic environments;  
Refurbish consumables and equipment;  
Account for consumables and equipment;  
Awareness of Occupational Health and Safety requirements relating to products used in the cleaning process; and  
Undertake the cleaning process in a safe and responsible manner.

## Education

2012 – 2014  
Craigslea State High School  
Graduated with **QCE** and **OP 9**

## Referees

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Mr Ian Smith

VIP Franchise owner

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