

Michael Bartel



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Summary

Experienced retailer with strong technology skills.

People focused leader with a passion for helping people be the best they can be.

Experience



Replenishment Coordinator

Officeworks

Apr 2022 - Dec 2022 (9 months)

Receive and dispatch stock

Forklift operation

Lead night fill team to restock store



Team Member

Officeworks

Dec 2010 - Apr 2022 (11 years 5 months)

Manage product repairs in accordance with internal and external processes

Stock replenishment

Stocktake

Print service

Data entry via SAP and Excel



School List Administrator

Officeworks

Oct 2021 - Jan 2022 (4 months)

Translate customer provided school book lists into matching products for online purchase

Ensure accuracy of product recommendations

Provide feedback for data matching and input systems

Assist team with product enquiries, data management, and technical support issues.

Education



TAFE NSW

Advanced Diploma, Multimedia Development

2009 - 2010



Academy of Interactive Entertainment (AIE) RTO 88021

Certificate 4, Games Development Programming

2007 - 2007

Licenses & Certifications



Driver - VicRoads



Forklift License - Queensland Government



First Aid - AustraliaWide First Aid

Issued May 2022 - Expires May 2025

Skills

Adobe Flash • HTML • Cascading Style Sheets (CSS) • C++ • Technical Support • Print Production
• Process Improvement • Operations Management • Data Entry • Team Leadership

Honors & Awards



Top 10 Green Cover Design Competition - Desktop Magazine

2010