



Profile

I recently completed my Bachelor of Business Management, majoring in Information Systems. I've had lots of experience working in groups and leading them in a university environment.

I am looking to develop my career and am excited to work with business professionals and information systems.

I have a friendly and caring nature, and great social and communication skills.

With a strong work ethic, I have experience in a range of positions, and am always willing to assist others and strive to achieve the best I can.

0430 735 244

danielbailey309@gmail.com

Areas of Expertise

Data Analytics

Business Process Modelling

Accounting

Information Management

Information Security

Economics

Software Knowledge

MYOB

Visio

Bizagi

Qlik Sense

Microsoft Access and SQL

Rapidminer

Skills

- Technologically literate with a good understanding of electronic and mobile goods, including previous experience using cash register and EFTPOS systems.
 - Experienced computer skills including the ability to use Microsoft Word, Microsoft Excel and Microsoft Access effectively.
 - Effective communication skills in the forms of written, telephone, interpersonal, group meetings and making requests
 - Previous experience working in a team, as both leader or participant, and capable of working autonomously.
 - Efficient in time management and organization
 - Currently qualified and/or valid certification in:
 - Manual Driver's License
 - Defensive Driving Certificate.
 - License for Responsible Service of Alcohol
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Education

University of Queensland

Bachelor of Business Management, Information Systems Major (2019)

Associate Degree in Business (2015)

Ipswich Grammar School

High-School Diploma (2013)

Experience

Shop Attendant

Greengrocer's Pantry - 2017-Present

Data Entry Clerk

Fuji Xerox – 2017

Landscape Gardener

Jonathan's Gardening and Maintenance - 2017

Checkout Operator and Recovery Associate

Kmart Indooroopilly - 2010-2017

Street Teams Volunteer

Kenmore Baptist Church - 2015-2017

Red Frogs Volunteer

Gold Coast Schoolies - 2019

Street Chaplaincy Volunteer

Gold Coast Schoolies – 2016

Skills Gained (2010-2019)

- Cooperatively working and communicating within a team unit
- Handling money and working with EFTPOS machines
- Interacting with, growing and maintaining relationships with customers
- Meeting customer specifications in terms of landscaping projects
- Accurately entering and verifying data
- Engaging and assisting members of the local community through volunteer work

References

Adrienne Colliss, Manager, Greengrocers Pantry, (04) 5105 0364

Dylan Krause, Youth Pastor, Riverlife Baptist Church dylan.krause@riverlifechurch.org.au
(07) 3378 3595
