

SKILLS

- Resourceful
- Critical Thinker
- Fast Learner
- Hard Working
- Reliable
- Numeracy Skills
- Focused
- Communication
- Time Management
- Studios
- Diligent
- Computer Literacy
- Team Player

CONTACT

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(Guardian)
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EDUCATION

NORTH METROPLIAN TAFE – CERT 4 IN
IT (Programming)

13/07/2023 – CURRENT

NORTH METROPLIAN TAFE – CERT 3 IN
IT (Networking)

13/07/2023 – 30/11/2023

SOUTH METROPLIAN TAFE – CERT 2 IN
GENERAL EDUCATION

30/01/2023 – 23/06/2023

SOUTH METROPLIAN TAFE – CERT 1 IN
GENERAL EDUCATION

17/07/2022 – 15/12/2022

English, Mathematics, Project Work,
Computer Skills, Teamwork and
Career Development.

REFEREES

- Jonah Stevenson (Positive
Behavior support practitioner)
jonah5@live.com
0412 251 985
- John Dennehy (Mentor)
john.dennehy59@gmail.com
0402 520 839

Alexander Manning

TAFE STUDENT

I am a motivated and goal orientated person, looking to get my foot in the door and gain experience in the workforce. I am quick to learn and adapt and am always looking to develop my workplace skills. I am currently studying my Cert 4 in IT at TAFE and volunteering at St Vincent de Paul (Belmont). Through these roles I have developed a number of transferable skills including but not limited to:

- Excellent communication skills.
- Computer literacy.
- Ability to work as a team.
- Quickly adapting to new roles and environments.
- Excellent work ethic.

EXPERIENCE

VOLUNTEERING (ST VINCENT DE PAUL)

MARCH 2023 – CURRENT

With my time at Vinnies, I have gathered a wide variety of skills such as:

- Working effectively with a large and diverse team of volunteers, developing skills in teamwork.
- Learning how to store, organize and sort through donations, determining what is fit to be sold.
- Using a POS device to interact and sell stock to customers, developing communication and technical skills.
- Using basic tools and stationery, to repair and maintain damaged products.
- Cleaning and organizing shelves and products, learning to maintain a clean atmosphere.
- Use of tagging and pricing guns, to evaluate stock before it is put on display.

ADRENALINE VAULT (FRONT DESK WORK EXPERIENCE)

June 2023 – July 2023

With my time at Adrenaline Vault, I have gathered a wide variety of skills such as:

- Cleaning and organizing stock to present a clean and professional atmosphere.
- Working effectively with smaller groups of up to three members, developing valuable skills in social commentary.
- Learning how to manage and work during extremely busy time periods.
- Stocking the shelves with the new products while rotating out old ones to ensure customers remain engaged with the displays.
- Experience with using both a cash register and a point of sales machine.
- Experience helping customers with various needs and upholding the company rules.

KFC PERTH AIRPORT (TEAM MEMBER)

July 8, 2024 – Current

From working at KFC, I have learnt a wide variety of skills including:

- Social skills, engaging customers in conversation and providing a stimulating environment to improve their experience in the shop.
- Solving difficult problems, adapting to fast paced environment and seeking help from colleagues and supervisors as needed.
- Creating and packing a wide variety of meals for customers.
- Working effectively in a team or by myself, confident and able to complete many tasks without extra assistance.
- Following complex instructions, the ability to remember company policies and procedures.

