

NATHAN PALLETT

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PROFESSIONAL SUMMARY

Fast learner and eager employee, particularly willing to work nights and weekends. Completed RSA and means of self transportation allow for flexibility and reliability.

SKILLS

- Team Communication
- Systems Integration (IT) Social
- Active Learning
- Customer and Personal Service
- Perceptiveness

EXPERIENCE

Office Assistant

11/2017 - 02/2018

IT Crew Pty Ltd - Coburg, VIC

- Use computers for various applications, such as VEEAM Backup and Restore, virtual machines on a network, Microsoft and Outlook.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Provide services to customers, such as order placement or account information.

Busker

12/2016 - 08/2017

Self Employed - Melbourne, VIC

- Organised permits with local councils for designated busking areas and times.
- Worked with local businesses to create a symbiotic relationship.
- Made and participated in recordings in music studios.

Sales Assistant

07/2013 - 07/2016

Oz Comic Con - Maidstone, VIC

- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
- Compute sales prices, total purchases and receive and process cash or credit payment.
- Open and close cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.

EDUCATION

Rosehill Secondary College - Niddrie, VIC

2018

ADDITIONAL INFORMATION

Owens a car, transport is not an issue.

Proficient in guitar and violin.

Completed RSA certificate.

REFERENCES

Nathan Salmon, Director at IT Crew.

- PH - (Work) 9386 1600 - (Mobile) 0409 131 834.
- Email - n.salmon@itcrew.com.au.

Rebecca Avenhouse, Employer at Oz Comic Con.

- Email - rebeccaavenhouse@y7mail.com