

Curriculum Vitae - Harry Potter

Contact Details:

Name: Harry Potter

Email: Sample@email.com

Education Achievement

High School

* HSC Knox Grammar School (Graduated 2018)

* Gold Duke of Edinburgh

University

* Aim Bachelor of Entertainment Management 2023

* UTS Bachelor of Engineering Software (2019 - Transferred)

* Sydney University Python Programming Course: Level 1A 2022

Experience

* Administration Manager at Select Music/Wheelhouse Agency (2023 May - Current)

* Intern at Volkanik Music (2022)

* Terminus Hotel (Bartender, server assistant, bookings) (2020 - 2022)

* IGA Greenwich Grocer & Food Delivery Service (2015 - 2018)

* Paws Galore, Pet Transporter and Care (2019)

* Cadet Platoon Sergeant (2015 - 2017)

* Education and Hospitality Volunteer in Cambodia (2017)

* Basketball Catpaw (2017 - 2018)

Good Qualities and Skills

- * Administration Management
- * Booking Assistant
- * Data Analysis
- * Data Entry
- * Preparing Contracts
- * Tour Booking (Accommodation, Transport, Support Acts)
- * Media Release
- * Merchandise Stock
- * Good Learner
- * Leadership skills
- * Communication
- * Team Management
- * Teamwork
- * Good listener
- * Positive Attitude
- * Enthusiastic
- * Creative
- * Adaptable
- * Problem Solver
- * Always striving to improve