

MCGREGOR FARLEY

CONTACT

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SUMMARY

I am a recent graduate with a Level 5 Certificate in Information Technology, equipped with a solid foundation in IT principles and practical skills.

SKILLS

PROFESSIONAL

- Teamwork
- HTML Coding
- Microsoft Programs
- Tech Savvy
- Hardware
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WORKING EXPERIENCE

CUSTOMER SERVICE.

McDonalds, Hamilton | 2024 July - December 2024

- Welcoming customers with a friendly attitude and creating a positive first impression
- Assisting customers at the counter, kiosk, or drive-thru with their orders.
- Recommending menu items or promotions
- Handling cash, credit card, or mobile payments accurately and efficiently.
- Resolving issues or complaints professionally and ensuring customer satisfaction
- Keeping the dining area, counter, and self-service stations clean and tidy

EDUCATION

- WINTERCITY CAMPUS**
NZ Certificate In Information
Technology Level 5
July 2024 - November 2024
- MANAWATU COLLEGE**
NCEA Level 1 - 3
2013 - 2017

WAREHOUSE ASSISTANT

Wright Recruitment | 2021 March - September 2021

- Unloading goods from delivery trucks and verifying the accuracy of shipments against delivery documents.
- Placing items in the appropriate storage locations and ensuring the warehouse is well-organized.
- Locating items for customer orders and securely packing them for shipment or delivery.
- Conducting regular inventory checks and reporting discrepancies or low stock levels.
- Keeping the warehouse clean, safe, and free of obstacles to ensure efficient operations.
- Using forklifts, pallet jacks, or other machinery to move heavy or large items (if certified).
- Properly labeling items and shipments for accurate identification and tracking.