

EDWARD SMITH

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EXPERIENCE

Stock Room Manager

Unity Books
Nov 2017 - Current
Auckland
Full Time

Responsible for processing all incoming freight, data entry and categorisation of stock. Liaised with couriers and suppliers regarding any issues.

Crew Member

McDonald's
Sep 2016 - Oct 2017
Wellington
Part Time

Prepped and cooked food. Organised equipment required for the day. Trained new staff on any procedures that were required for their work.

Technician

Spouting Vac NZ
Sep 2015 - Jan 2016
Paraparaumu
Full Time

Liaised with clients regarding work to complete. Organised the tools needed for work and operated heavy machinery. Fixed any technical issues with company phones and computers.

Bartender

Craughwells Pub
Feb 2015 - July 2015
Birr, Ireland
Part Time

Bartended, organised stock and performed cashier tasks. Ensured that all customers were looked after and were acting responsibly.

Sales Assistant

Midland Books
Feb 2015 - July 2015
Tullamore, Ireland
Full Time

Acted as first point of contact to customers, sold books and answered queries by phone and email. Carried out website duties daily, updating products according to stock, price changes and availability.

References available on request.

EDUCATION

Currently Studying at Victoria University of Wellington - BDI in Media Design with a specialisation in Video Design, 3D Design and Animation.
Graduating 2018

St. Brendans Community School
Birr, Ireland 2010 - 2015