

ARON TOMAN

481 Neerim Road, Murrumbena, VIC 3163
Mob: 0417 506 881 | E-mail: aron_toman@hotmail.com

EMPLOYMENT HISTORY

2006 – 2012

NATIONAL AUSTRALIA BANK (NAB)

TELLER/CUSTOMER ADVISOR

- Australian Financial Services Licence Tier 2 accredited.
- Customer service (in person and telephone).
- Money handling.
- Banking duties (processing deposits/withdrawals, printing bank cheques/international money orders, processing Express Business Deposits, cash balancing, etc).
- Assessing and recommending appropriate products according to customers' needs.
- Staff training and induction.
- Data entry and record maintenance.
- Filing, document preparation, other general administrative duties.
- Working within various teams across a wide variety of stores.

2005 – 2006

CENTRELINK (LATROBE CALL)

CUSTOMER SERVICE OFFICER

- First contact of claims for Newstart, Youth Allowance and New Apprenticeships
- Processing of general enquiries of customers, both new and existing.
- Inbound and outbound customer contacts
- Data entry
- Record maintenance

VOLUNTARY WORK

2006 – 2011

LATROBE THEATRE COMPANY INC.

PUBLICITY OFFICER

- Design and implementation of various publicity campaigns to promote current theatre productions.
- Liaison with various media outlets.
- Writing copy for online, email, press releases, print media purposes.
- Website Design and maintenance.
- Poster and program artwork design in accordance to rights holder requirements and needs of the publicity campaign.

EDUCATION AND TRAINING

2012 – CURRENT

MASTERS OF PUBLISHING AND EDITING

MONASH UNIVERSITY (EVENING CLASS ATTENDANCE ONLY)

- Completing with a High Distinction average

2006 CERTIFICATE IV – TRAINING AND ASSESSMENT

CENTRAL GIPPSLAND INSTITUTE OF TAFE

- Completed with a Distinction average

2001 – 2005 BACHELOR OF ARTS

MONASH UNIVERSITY

- Major: Writing
- Minor: Mass Communications
- Education
- Electives studied: Journalism, Human Behaviour, Multimedia
- Completed with a Distinction average

AWARDS

- Monash Merit and Equity Scholarship

PROFESSIONAL DEVELOPMENT

2010 CREATIVE WRITING FOR TV & RADIO COURSE

MELBOURNE RADIO SCHOOL

- Copywriting for commercial radio

KEY AREAS OF KNOWLEDGE AND SKILL

- Active and dynamic approach to work and getting things done.
- Reliable and dependable - high personal standards and attention to detail
- Outstanding ability to be creative and come up with original solutions for problems. Always willing to try new ideas and tasks.
- Outstanding written and verbal communication skills
- Bright, enthusiastic attitude to new challenges with a desire to learn.
- Highly experienced in the handling of money
- Confident and enthusiastic in dealing with the general public or when involved in a team situation
- Exceptional computer and keyboard skills, experienced with most software applications including PowerPoint, Word, Outlook, Publisher, Quicken, MYOB, Adobe Suite and the Internet. Can learn new software quickly and easily. Typing speed – 60 wpm

PROFESSIONAL MEMBERSHIPS

- Victorian Drama League
- Writers Victoria

INTERESTS AND HOBBIES

- Writing – predominately audio dramas, theatre and screenplays.
- Regular participant in community theatre – award winner for acting, writing and directing.
- Producer of semi-professional audio dramas for online distribution.
- Personal fitness.
- Graphic and audio-visual design

REFERENCES

Anne Edwards – *Officer In Charge*
NAB Morwell
Ph: 03 5133 4200

Tammy Hender – *Former Branch
Manager of NAB Morwell*
NAB Traralgon
Ph: 03 5174 7435

Simon Hemming – *Former
President of Latrobe Theatre
Company Inc.*
Ph:0418 501 873