

Timothy Dell

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0406 725 406

I am a geek at heart, bit of a jack of all trades when it comes to anything that plugs in to a wall socket. I am highly motivated by my passion and have big ideas and thoughts on the future.

Skills

- Computer OS/Software/Hardware Troubleshooting
- Phone professionalism and etiquette
- Microsoft Office
- 60 Words p/minute
- Brochures
- Home Networking
- Apache
- HTML5
- PHP
- Own Car & Open, Clean
- Full Drivers License
- Great organizational skills
- Microsoft Excel
- Photoshop
- Advertising
- Business Networking
- Nginx
- CSS
- RSA & RMLV
- Excellent Spelling, punctuation and grammar
- Cash Handling
- ATMs
- Microsoft Word
- Posters
- All Windows OS
- Linux (Ubuntu)
- HTML
- jQuery

Experience

Timothy Dell

02 / 2016 - Present

Freelance IT Repair & Web Design

Showbar 151

06 / 2012 - 02 / 2016

Office Administration Manager, Cellarman, IT, Graphic Design

Office Admin; -Cash Handling -Wages -Banking -Invoicing & Billing -ATM Servicing -'Bluize' POS System

Cellar man; -Alcohol Knowledge -Stock Control incl. Stock-take

IT; -General Desktop/Laptop maintenance -Upgrading -Repairs -Designed, Implemented and Trained all office staff to use cloud based operations between all three sister clubs. (This increased office productivity immensely) -Implemented automatic timesheet spreadsheet. -Installed offline office backup and RAID 1 POS software backup.

Graphic Design; -Created multiple A0/A2/A4 posters/flyers/advertisement.

Couriers Please

03 / 2008 - 12 / 2011

Delivery Driver

Self Contractor / Driver Driving/Deliveries/Pick Ups

Workforce Solutions

2007 - 2008

Temp Labourer

Building temp transport frames for skyscraper windows. Using overhead crane and air tools.

K & N Nealson

03 / 2005 - 08 / 2007

Driver, Processing, Container Loader

Driving vans to pick up product, Warehouse management, Computer maintenance.

Prestige Cleaning Services

2004 - 2006

Industrial Cleaner

Cleaning and preparing for produce operations in an Abattoir.

Wroxham M

2003 - 2004

Landscaper

Weeding, mowing lawns, whipper snipping, pruning trees.

Personal Computer Solutions

2002 - 2004

Computer Technician

On-site & off-site computer repairs, Deliveries and Pickups.

Labour Force

2001 - 2003

Contractor

Erecting Safety Barriers Cherry picker

Worked with elderly patients in Aged Care facility helping with breakfast,etc.

Nepean Waste

1999 - 2001

Garbage Disposal

Picking up rubbish from residential & commercial. Disposal at dump.

Cleaned bins & trucks as required.

Education**John Paul College, Victoria**

2000 - 2002

St Bede's College Mentone

1997 - 1999

**Southbank Institute of
Technology, Queensland***Advanced Diploma , Computer Systems Engineering*