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## TODD JOHNSON

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Australia

### Profile

My name is Todd Johnson, I am an out of the box, creative thinker and hard worker. I don't fit into a typical stereotype, I'm into coding and IT, I spend hours playing my Maton acoustic guitar and I love cars and rugby. I love a challenge and enjoy problem solving, if I don't know an answer to a question I will find it.

To find out more about me please check out my online resume at [www.toddjohnson.com.au](http://www.toddjohnson.com.au) and use the password 'yourehired'.

### Experience

#### **Administration Officer (AO2, AO3), Education QLD — Jan 2015 - May 2015**

Whilst living in Doomadgee a remote town near the Gulf of Carpentaria I worked at Doomadgee State School as an Administration Officer. During this time I was acting Business Service Manager (BSM) for over approximately 1 1/2 months. During this time I co-ordinated workers throughout the school, organised casual staff, organised pays for casual & permanent staff, processed invoices and more.

#### **eSurvey Developer & Database Administrator, Best Practice Australia — Oct 2013 - Dec 2014**

At Best Practice Australia (BPA) I worked as an eSurvey Developer and Database Administrator, where I built numerous eSurvey's (online surveys) for multiple medical institutions using IBM's SPSS Author program, HTML, CSS, JavaScript, jQuery and Microsoft Access. I made various improvements to the processes of the business and was successfully able to improve development time by approximately 30% by modularising question groups and their corresponding styles using the CSS Pre-processor, SASS. Not only did I create the majority of the documentation for the IT department of the organisation I also created multiple small systems to improve productivity and speed up specific tasks, using HTML 5, CSS 3, SASS, JavaScript, jQuery, PHP and MySQL.

During my last few months at BPA, I was the only IT employee in the organisation and I put in extra hours working as the company's PC Support. This included providing support to all employees including the Director and Executive Director regarding both hardware and software issues. I also took on the role of Network Administrator, where I maintained all servers, filtered updates, ensured there were no security breaches and provided best practice training to the new staff member replacing my role.

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### **Staff Member/Acting Manager, Cash Converters — Nov 2012 - Oct 2013**

I began work at Cash Converters as a Sales Team Member where I had many duties with reaching set targets per day, correcting any incorrect pricing, merchandising and have expanded into selling jewellery, buying and loaning on goods, including testing gold and determining pricing on items. I was also selling goods on eBay and transferring stock on between the store (Toombul) and the warehouse (Deception Bay). I also work in the Personal Finance section of Cash Converters. This includes determining whether the customer can apply for a cash advance or personal loans, checking through bank statements for incomes and expenses (other loans), going through contracts with customers and distributing cash over the counter for cash advances.

Whilst the manager was on holidays I spent two weeks as acting manager and ran the Boondall Cash Converters Buys & Loans centre.

### **Education**

Gold Coast Institute of Tafe — Diploma of Software Development - 2012

### **Certificates**

Construction White Card — 2011

Responsible Service of Alcohol — 2013

Windows 7 Essentials I

Windows 7 Essentials II

Advanced Skills in Microsoft Word 2010

Intermediate Skills in Microsoft Outlook 2010

Intermediate Skills in Microsoft Excel 2010

Intermediate Skills in Microsoft PowerPoint 2010

Setting Up Projects in Microsoft Project 2010

Building a Project Schedule in Microsoft Project 2010

Tracking and Managing Projects in Microsoft Project 2010

Customising and Sharing in Microsoft Project 2010

Office 365 Fundamentals

### **References**

Chris Erbacher - Principal (Education Queensland) - 0413 014 510

Glenn Parle - Executive Director (Best Practice Australia) - 0411 411 852

Daniel Murray - Store Manager (Cash Converters) - 0404 741 393

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