

Employment History

Stuart Dickson Produce

Oct 2016 – Feb 2020

Data Entry Processor

- Inventory Management
- Dealing with customer and vendor queries
- Increased efficiency in daily and regular tasks of managers

Rock's Brewing Co

Sept 2014 – Sept 2016

Bartender, Hart's Pub

- Provided clientele with hospitable and friendly service
 - Adhered to all safety and sanitation policies when handling food & beverages
 - Multitasked under pressure in a fast-paced environment
 - Comprehensive knowledge of products and promotions
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Core Skills and Competencies

Team Player

- Enjoys co-operating and working with others
- Listens actively and attempts to consider all points of view
- Flexible and willing to embrace changes

Management Skills

- Organised and delegated tasks during an engineering project at university
- Co-ordinated meetings and conferencing using VoIP services such as Skype
- Enjoyed resolving problems and achieving consensus through deliberation

Computer Skills

- Proficient use of word processing packages such as Microsoft Office
- Type speed of 50 words per minute
- Comfortable with computers and can confidently learn new programs

Excellent Communication Skills

- Confidently and fluently speak English
 - Produce reports/documents, written or using applications such as Microsoft Word
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Education

Fast Track Bootcamp
Coder Academy

Feb 2020 - Current

Advanced Diploma of Electrical – Technology (UEE61307)
Bankstown TAFE

2010 – 2012