

# Calvin Stanford

Sunnynook, Auckland

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## Personal Statement

I have graduated with a Masters of IT Project Management, and have graduated with a Bachelor of Computer and Information Science, majoring in Software Development and a minor in Design Thinking. I studied at Auckland University of Technology. I am highly motivated to develop my professional knowledge and skills in the communication and management industry with a technical background. I want to expand my knowledge in the communication and management space through difficult environments. I enjoy working with diverse, multidisciplinary teams of people from different backgrounds. I thrive in environments where we need to plan and brainstorm different approaches to create a solution.

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## Skills

### Personal

- Ability to work under pressure and meet deadlines.
- Decision making and prioritisation skills.
- Approachable and understanding towards my team.
- Able to identify when a team member is in need of assistance and get involved.
- Strong Communication skills.
- Built an understanding about how to manage a team.
- Work well in a team with a diverse range of strengths and backgrounds.

### Technical

- Microsoft Office
  - Technical Troubleshooter
  - Strong Computer Skills
  - Communication tools(Microsoft Teams)
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## Education

### Auckland University of Technology

Feb 2015 - Nov 2021

**Master's IT Project Management** - Completed a research paper on encounters that organizations face when adapting.

**Bachelor in Computer and Information Science** - Major in Software Development, Minor Design Thinking

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## Work Experience

### Customer Services Representative - New Zealand Couriers, North Harbour

May 2022 - Current

- Provide a warm welcome to customers calling us.
- Assist customers with guidance and tools.
- Always present yourself in a positive manner towards customers.

### Teaching Assistant - Auckland University of Technology, Auckland

July 2021 - Nov 2021

- Teaching students about IT project management.
- Have clear communication to assist in the students' understanding of what is required.
- Assist with students' work where required.

### Analyst - Waitematā DHB, Auckland

June 2021 - July 2021

- Compiled data in understandable spreadsheets.
- Developed an understanding of the complexities involved in the hospital system.
- Communicate effectively with members of the hospital.

### Tutor - Pinnacle Education, Auckland

August 2020 - Oct 2020

- I was teaching some primary school kids how to use scratch via zoom.
- They learnt how to use scratch and created a project of their own.

### Web Developer - SmartPay Ltd, Auckland

Jan 2019 - Nov 2019

- Developed code using HTML5, CSS, Javascript and Vue.js to help create the customer support service
  - Tested website for bugs or errors.
  - Managed progress using BitBucket.
  - Assisted in developing user friendly layouts.
  - Communicated with the team on issues affecting the product and development of the process.
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## References

Provide on Request