Daniel Irwin

ILLAWONG, NSW 2234  2234, ILLAWONG, NSW

043-411-4479 - danielirwin99@gmail.com

**Professional Summary**

Passionate, hardworking individual with over 3 years of experience of fast paced hospitality work thriving in a team oriented environment. Experience in inventory management and general administration work.

**Skills**

|  |  |
| --- | --- |
| Proficient in   * Microsoft Excel * Excellent at Multi-Tasking * Relationship Development | * MS Office * Problem Resolution * Ability to Operate in a Team * Time Oriented |

**Work History**

|  |  |
| --- | --- |
| 01/2021 to 05/2021 | Graduate Claims Adjuster  Crawford And Company – Sydney, NSW   * Assessed domestic and commercial property claims through a triaging process * Evaluated risk(s) of loss(es), or damages to property, culminating in the loss of property and or bodily injury. * Determined extent and cause of loss via the most effective, efficient and client and customer-focused method of investigation * Learned new skills and applied to daily tasks to improve efficiency and productivity |

|  |  |
| --- | --- |
| 01/2018 to 01/2021 | Bartender/Receptionist  Club on East Ltd   * Organized bar inventory and storage procedures to keep stock within optimal levels and meet expected customer demands * Preserved secure cash drawers, promptly resolving discrepancies for accuracy * Maintained alcoholic beverages well-stocked and organized to meet expected demands * Taught employees bar sales techniques, resulting in higher profits |

|  |  |
| --- | --- |
| 01/2014 to 01/2015 | Cleaner/Receptionist  Just Cuts Roselands |

**Education**

|  |  |
| --- | --- |
| 08/2020 | Bachelor of Commerce: Finance  University of Wollongong - Wollongong, NSW  Majoring in Finance |

|  |  |
| --- | --- |
| 2016 | High school Certificate  Aquinas College - Menai |

**Accomplishments**

* Certifications 2018 (June) – SITHFAB002 – Provide Responsible Service of Alcohol (RSA) Approved 2018 (June) – SITHGAM001 – Provide responsible gambling services (RCG) Approved

**Certifications**

2018 (June) – SITHFAB002 – Provide Responsible Service of Alcohol (RSA) Approved

2018 (June) – SITHGAM001 – Provide responsible gambling services (RCG) Approved