

Dominic Tjong

0424418108 | dominic.tjong0408@gmail.com | Peakhurst Heights, 2210, Sydney, NSW

CAREER OBJECTIVE

Motivated 4th Year Engineering student who seeks to use my team-player, adaptable and hardworking nature in all situations. Seeking to utilize theory studied in class and apply it practically through a cadetship whilst providing skills and abilities from my previous experience from a range of different sectors.

EDUCATION

Bachelor of Civil Engineering, Diploma in Professional Engineering Practice [2019 – 2023]

University of Technology Sydney

- Achieved a HD in Introduction to Civil and Environmental Engineering, Construction Materials, Soil Behaviour, Design and Innovation Fundamentals and Steel and Timber Design
- Achieved a Distinction in Mathematical Modelling 2, Chemistry and Material Science and Engineering Communication, Fluid Mechanics, Geotechnical Engineering and Construction

Higher Schools Certificate [Completed 2018]

Hurlstone Agricultural High School, Sydney, NSW 2167

SOFT SKILLS

- **Teamwork** – Excellent sense of teamwork who can work independently attained through experience as a cook and playing representative level sport
- **Leadership** – High leadership capabilities managing, leading, and motivating garnered from my DOE Bronze Award, Presidential Role and Volleyball coach
- **Communication** – Able to absorb, share and understand information presented and communicate it in a way for others to grasp easily, gained from communication heavy job experience as a Café All Rounder, Kitchen Hand, and Volleyball Coach
- **Adaptable** – Can work without boundaries and find diverse/unexpected solutions in a workplace which were developed from my time as a Café All Rounder, Kitchen Hand
- **Multi-tasking/Time Management** – Able to keep calm during busy periods and manage tasks effectively, acquired from peak hours as a Café All Rounder and Kitchen Hand but also through leading an executive team as a President for my club

TECHNICAL SKILLS

- **Microsoft Office** – Adept knowledge in Word, Excel, Outlook and PowerPoint and basic knowledge in Access
- **AutoCAD** – General skills in AutoCAD attained from previous courses
- **Procore** – Admin and document control experience
- **Class C Driver's License**

EXPERIENCE

Sales Floor/Register Team Member [Dec 2020 – Current]

Rebel Sport

- *Assisted customers in finding the right product for them*
- *Meeting sales floor targets whilst maintaining a clean store*
- *All-rounded with the ability to work BOH, registers and sales floor*

Site Cadet

[May 2021 – April 2022]

Quasar Constructions Pty Ltd

- *Procurement of tender packages and quality assurance of materials and construction works*
- *Cloud-based document control and data entry and ensuring safety practices are being followed on site*
- *Liaised with clients and consultants and answer RFI's, submittals and correspondences on Procore*

Civil Engineering Virtual Internship

[Mar 2021 – April 2021]

John Holland - Forage

- *Completed practical task modules in concrete take off, subcontract rates comparisons, design & installations and testing and commissioning*

Café All Rounder (Casual)

[Aug 2019 – Dec 2019]

ActivateUTS Terrace on The Green

- *Served customers with a smile under busy and stressful conditions*

Fryer Cook / Kitchen Hand / Occasional Waiter

[May 2017 – Jun 2018]

Umayya Parramatta

- *Able to multitask as well as focus with large amounts of orders coming through*
- *Communicated clearly within kitchen to relay important and necessary information*
- *Able to work under pressure; given a large amount of workload to finish in a short amount of time*

EXTRA-CURRICULAR**Staff**

[Jan 2021 – Current]

Student Outreach to the World (SOW) - (Organization)

- *Organise events, activities for all campuses*
- *Meetings within departments to allocate different behind the scene tasks and roles.*

President

[Jan 2020 – Dec 2020]

Student Outreach to the World (SOW UTS) - (University Club)

- *Lead and delegated to an executive team in logistics behind events and executive meetings*
- *Planned and lead events for club members*

Volleyball

[Jan 2015 – Current]

- *Actively participates in team-based sports and excelling in competitions while representing high-school (State Level) and UTS (National Level) by being adaptable in multiple situations and using excellent communication skills*

Volunteer High School Volleyball Coach

[Jan 2019 – Mar 2020]

- *Created training session agendas, giving up personal time in mornings to give back to the community*

St John's Ambulance First Aid

[Apr 2016 – Dec 2018]

Cadet

- *Achieved "Health Care and Caring", "Eye Health", "Personal Safety" Certificate*

Duke of Edinburgh

[Completed 2016]

Bronze Award

- *Led a team of 8 through a hiking journey with various obstacles along the route, making sure to communicate with the team to ensure each hazard was pointed out*
- *Organising necessary needs such as food and tools to be brought to the journey for overnight camp*

REFERENCES

Available upon request