



GINI THOMAS

WEB DEVELOPER

Details

Glenmore Park, 2745
Australia
0401189998
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Skills

HTML/CSS
Computer Programming
Computer Skills
Communication Skills
Microsoft Office
Customer Service
First Aid & CPR
Adaptability
Customer Relations
POS systems
Ability to Work Under Pressure
Effective Time Management
Ability to Work in a Team

Profile

I am a passionate, ambitious and reliable Web Developer with experience in HTML and CSS.

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Certifications

First Aid & CPR, Blacktown, NSW

OCTOBER 2020 – OCTOBER 2023

Working with Children's Check, Blacktown, NSW

OCTOBER 2020 – OCTOBER 2025

National Police Check, Sydney, NSW

MAY 2021 – PRESENT

Full Driving Licence - Manual Transmission, Sydney, NSW

NOVEMBER 2015 – PRESENT

Education

Higher School Certificate, Pendle Hill High School, Pendle Hill, NSW

JANUARY 2007 – NOVEMBER 2009

Completion of my Higher School Certificate.

Diploma Information Technology, Coder Academy, Sydney

AUGUST 2021 – MARCH 2021

Completed Diploma of Information Technology.

Employment History

Traffic Controller, Atlas Traffic Management, Sydney, NSW

FEBRUARY 2021 – PRESENT

- Directs vehicular and pedestrian traffic around road works and other road disruptions; ensuring the safety of workers and the general public.
- Handle a Stop-Slow sign and devices, to direct traffic
- Follow instructions from crew leaders, foremen, managers, inspectors, auditors and/or officials.

Administration/Head Receptionist, Yoga Loft, Newcastle, NSW

FEBRUARY 2019 – MARCH 2020

- Opening and closing of premises
- Assisting members with inquiries and complaint resolutions

- Event Coordination
- Minimal marketing
- Website management through Squarespace
- Cash and Eftpos handling along with Direct debits
- Membership sales, suspensions and terminations
- Personal Assistant tasks to owner of business
- General receptions/administration duties (i.e. phone calls and emails)
- Social media content creating and posting to Facebook and Instagram using Hootsuite
- Member engagement and rapport
- Created invoices as well as billing to submit to clients.
- Brought forth a strong attention to detail and precision.
- Trusted to analyse and interpret data, and handle shipments, deliveries, and material orders.
- Served as a friendly and helpful first point of contact in the front office.
- Directed workflow, acting as a between by scheduling meetings, composing correspondence, and managing calendars at times.
- General cleaning

Member Relations Consultant, The Forum NuSport Sports & Aquatic Centre, Newcastle, NSW

FEBRUARY 2018 – FEBRUARY 2019

- First point of contact for members
- Follow-up contact and arrears calls
- General reception duties
- Sales of memberships and products
- Membership suspensions and terminations
- Data Entry
- Customer complaint handling
- Cash and Eftpos handling along with Direct Debits
- Shift register balancing
- General cleaning
- Opening and closing of premises
- Daily, weekly and monthly follow ups in members health and well-being journey via phone calls, emails and face to face
- Training of new staff
- Completion of daily reports regarding membership turnovers, transitions from trial periods and member retention with incentives
- Daily over the phone and in person bookings

Bar and Gaming Attendant, The Milestone Hotel, Dubbo, NSW

JULY 2013 – NOVEMBER 2016

- Day and night shift work (primarily 5pm-3am, 6 days a week)
- Bartending duties
- Gaming area attendant
- Cash payouts (Gaming area)
- Customer service
- General cleaning
- Ebet systems
- POS systems
- Cash and Eftpos handling and balancing
- Opening and closing of premises
- Stock control of fridges
- Training of new staff
- Provided bar patrons with optimal customer service.

Courses

Animal Studies Certificate II, TAFE Bankstown

JANUARY 2021 – JUNE 2021