

Jacob de la Paz

OBJECTIVE

Highly motivated and experienced employee with the desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively with others and independently and quickly mastering new skills.

REFERENCES

Available upon request.

ADDRESS

33 Fairholme Boulevard, Berwick, VIC, 3806

PHONE

0466628883

EMAIL

jacob.delapaz098@gmail.com

EXPERIENCE

FEB 2023 - CURRENT

Medical transcriptionist/data entry admin | Tim Brown Plastic Surgeon | Berwick, VIC

Key responsibilities: transcribe medical dictation from physicians, maintain databases of activities and completed work, perform administrative duties, utilise multiple computer applications to complete work accurately and efficiently, contact customers via phone/email to address data inquiries.

AUG 2024 - CURRENT

Data analyst | Blue Bike Solutions Australia | Camberwell, VIC

Key responsibilities: manage data migration, validation, and cleansing processes, ensuring data integrity across projects, develop and create dashboards and visualisations, software development and testing, conducting UAT with clients, meeting with clients to gather business requirements and align project deliverables with expectations

JAN 2021 - AUG 2022

Tennis coach | JC Tennis | Murrumbeena, VIC

Key responsibilities: developed and implemented individualized training programs for athletes of all levels, utilized positive enforcement to help athletes perform at high levels, cultivated a pleasant atmosphere which was widely embraced by players, parents, and other coaching staff

SEP 2023 - JAN 2024

Retail assistant | Edge Clothing and Champion | Fountain Gate SC

Key responsibilities: assisted customers with product selection and purchase decisions, inventoried merchandise and restocked shelves as needed, performed cashier duties such as processing payments and returns, operated store equipment including POS systems, scanners, and printers, maintained a neat and orderly work area to ensure safety standards were met.

EDUCATION

Haileybury College | Berwick, VIC

Studying Software Engineering at Monash University (2nd Year)

OTHER ACHIEVEMENTS

Competed on the US collegiate tennis tour and professional tennis tour.

99.00 ATAR