

Date:
Position:
Reference:

Contact details

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Recent graduate of Computer Science:

I have recently graduated from Otago University, my major was computer science.

I had an opportunity to complete my degree after our move to Dunedin, so I took the opportunity. I did this to make myself more employable and understand better what our future holds.

Part time work while at Otago University:

Mosgiel Tavern: Bartender

Role Summary; I am employed as a casual member of staff mainly working the late shift on Friday and Saturday nights. I am employed to pour drinks and serve food.

Automotive Solutions: Admin

Role Summary; I was employed to handle their reception area and take care of the mechanics admin requirements.

Other:

I have also run my own business (www.unclean.co.nz) of which I managed staff on a regular basis.

Work History (NZ) - (Full time employment)

AMP Nov 2013 - Dec 2014 (Resigned to move to Dunedin to complete degree; Due to graduate in November)

Adviser

Role Summary; My role at AMP was to offer lending and insurance advice.

I was required to call through their current Kiwisaver database to generate meetings with customers to cross sell customers with additional products from AMP's product suite.

Responsibilities:

- Networking
- Cross selling
- Cold calling
- Presentations
- Business and personal lending
- Selling of business and personal insurances

BNZ

Small Business Manager- July 2010 Ended Feb 2012 (resigned to study)

Role summary; As a Small Business Manager I was required to service inbound calls from customers and discuss lending options with BNZ customers. I gave advice on market forecasts and gave my thoughts on the best way to structure lending in align with BNZs' product range.

Within the contact from the customer I would explore opportunities for cross selling more of BNZ's products range.

Our typical customer would be small businesses that were less than 1m of turnover. We could lend up to a total combined debt position of 1m. Within this role I was an above average performer with high lending volumes.

As a business manager I had to deal with a wide range of requests. I have done my best to list these below.

Responsibilities:

- Credit writing
- Analysis of financial reports
- Sales/Cross selling
- Customer service
- Business & personal lending

A wide range of products were dealt with within this role;

- Letters of credit
- Asset finance
- Housing loans
- Personal finance
- Investment products
- Business finance
- Credit cards
- Overdrafts
- Commercial lending

Business Support Officer 2009(June) – July 2010

Role summary; My role here required me to support business managers to help manage, maintain and grow their customer base. I did this by making sure loan payments and loan maturities were kept in order and cross selling while in conversations with customers.

Responsibilities:

Processing/admin

- Servicing a wide range of requests from Business Managers
- Dealing with Customer/Business manager requests via phone and via email

Inbound

- Telegraphic Transfer requests
- Sales
- Customer service

Outbound

- Servicing Business Managers portfolio
- Sales
- Customer service

Achievements

- Omega (BNZ Internal course)
- All compliance (BNZ internal course)
- 2 implemented Kaizan T.I.A's (Across the bank)
- Successful in all performance reviews

Business Credit Centre – Jan 2009 – June 2009

Role summary; This was my first role within BNZ and the best place to start within any bank. Here I learnt some of the very basics of BNZ risk systems and policies. My job was to learn “the ropes” of lending as I had been earmarked to be a business manager for the BNZ.

Responsibilities:

- Credit Writing
- Internal liaison

Globex FX July 2006 - 2008 Corporate Trader

Role summary; As a trader we were required to cold call and bring on new business, we then had to make these customers profitable for the company. We would speak to/call about 40 people per day to make this happen.

The role required me to sell currency at a profit.

As we were the cold front for this business I dealt directly with the swift system, market rates and forward contracts.

Responsibilities:

- Generating new business
- Account management
- Cross-selling products
- Cold calling
- Customer service
- Trade execution
- Market Advice
- Collecting funds

Achievements

- Building my own portfolio of profitable customers
- Hitting sales targets

Level 5 papers completed to date (AUT):

Foundations of IT
Enterprise Systems
Computer Technology
Introduction to Programming (Python)
Applied Statistics
Computer Network Systems (CISCO)
Applied Communications

Level 6 papers completed (AUT):

Data and process modeling
Logical database design
Programming 2(Netbeans)
IT Project Management

Papers completed at Otago:

Web development 112 – HTML, CSS, JS
Advanced Web development 212 – HTML CSS JS PHP XML
Data algorithms – Java & C
Java development project - Java
Computer Architecture and O.S
Game design – Unity Engine
Problem solving
Swift programming
Database design

Other papers completed (Massey):

Statistics

Other education:

A+ Computer Certificate
Small Business Certificate (Night School Course)

Authorised financial adviser papers:

Sets E & A

Interests/Hobbies

M.M.A
Football
Gym
Chess
Share Trading