

# James B Maguire

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## **Profile**

I'm a very energetic and practical person. I always like meeting new people and rising to the challenge of a task set before me. I proactively set targets and enthusiastically do the work necessary to meet and exceed them. I have a passion for talking to people and understanding what issues and needs they have and working with them to help solve them whilst developing mutually beneficial relationships.

I am also a very broad and highly reflexive thinker who can respond dynamically to any given challenge and situation although I also am always willing to receive help, guidance and work collaboratively when necessary to achieve the most effective and competent results possible.

## **Education**

**The University of Sydney** – Bachelor of Design Computing, 2017 – 2019

**Marcellin College Randwick** – Higher School Certificate, 2014

- Oratory team 2010 – 2014
- Ski Team 2009-2014

## **Experience**

**The Umina Gardener** | Central Coast, NSW

**January 2021 to present**

I assumed the position of manager of a family business carrying out property maintenance, construction and landscaping. I quickly identified key players, researched accounts, generated new interest and grew substantially the operation size of the business seeking out and establishing relations with both Rayne and Horne and Ray White real estate companies.

I accrued a proven high volume track record of sales experience in this role, consistently over achieving my business targets set by at least 5% by the end of every month. This was achieved as I routed qualified opportunities and utilised a strong phone presence and a resilience to be available at all times to source leads and make discovery calls in which I took time to understand the customer needs and requirements.

**The After School Klub** | Randwick, NSW

**2016 to 2021**

Throughout this role I was required to be able to multitask whilst simultaneously managing time effectively and ensuring the safety of wellbeing of the children. It was also crucial that I was able to both listen to the children and parents to accommodate various needs and also it was necessary for me to develop my speaking and presentation skills to a high degree as it was often required to address a large number of people at one time and also talk to parents in a consistently calm manner in sometimes stressful circumstances.

**Stedman's Hospitality** | Surry Hills, NSW

**2015 to 2016**

Tasks include bar preparation, setting up of dining tables, packing up event fixtures and serving food and beverages to event guests. Required to be of presentable appearance at all times and able to communicate with guests and groups. Events ranging from casual to premier

### **Crew on Call I Miranda, NSW**

**2016 to 2018**

Tasks included unpacking event and concert equipment, installing event fixtures, packing up event fixtures and transporting equipment back to supplier

### **Waverly Public School Out of School Care I Bondi Junction, NSW**

**February 2015 to September 2015**

My tasks are varied from preparing children's meals to preparing activities for the children. Constant supervision of children and constant use of problem solving and initiative are a must

### **Gardens R Us I Kingsford, NSW**

**2011 to 2014**

Management of trolley supply throughout the large garden centre and also delivering purchases customers have made from the centre to their cars, involves constant communication with other staff and customers and requires coordination of stock and supply

### **Skills**

Client relations / Customer service / Presentation / Microsoft Office and Adobe Suit / Creativity / Problem solving / Teamwork / Communication skills / Dynamic thinking / Critical thinking / Organised / Responsible / Reliable / Computer savvy / Design / Verbal and Written skill / Multitasker / Time management

### **Volunteering**

Malabar Magic Ocean Swim: Volunteer attendant  
Ted Noffs Op Shop: Volunteer shop assistant

### **References**

**Jamye Charalambous I Manager, The After School Klub**

0405 626 499

**Vincent Maguire I Owner, The Umina Gardener**

0447 011 426

**Mark McCormack I Organiser, Malabar Magic Ocean Swim**

0428 663 569