

# Jason Liu

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## Education

**Swinburne University – Hawthorn Campus** (2015-2017)

Bachelor of Business Information Systems

Major – Business Information Systems

**Haileybury College – Keysborough VCE**

Year 12, 2012

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## Professional Experience

**Toyota.com.au & Lexus.com.au** (2016 Jan-2016 Feb) & (2017 Jan-2017 Feb)

Internship

- Content authoring using Sitecore
- Worked in an Agile environment

**Allied Pickfords** (2016 October-2017 August)

IT Technician

- Disconnecting & reconnecting IT systems upon relocation
- Testing PC components to ensure they are in working order

**McDonalds** (2012 December-2015 August)

Crew Member

- Served customers at the front counter
- Collaborating with team members to ensure that customer expectations were met
- Responsible for end of month stock count
- Enforcing correct food handling standards
- On-boarded new crew members

**Haileybury College** (2013 January-2013 December)

First VI Table Tennis Coach

- Developed ability to speak to a large group of people and how to deal with certain types of individuals
- Assisted the teachers to enforce attendance and uniform
- Learnt the difference of being a fellow student and caretaker having just been in the squad the previous year

**Dandenong Table Tennis Centre** (2009 June-2010 September)

Sports Administrator

- Prepared pennant for each night of the week

- Entered and process results in Excel then filed them into folders
- Collecting payments on pennant nights

## **Skills**

### ***IT Skills***

- SQL
- Microsoft Office
- HTML
- Javascript
- CSS
- Agile

### ***Other Skills***

- Chinese (speak fluently)
- First Aid Certificate

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## **Achievements**

### ***Haileybury College Leadership***

#### ***Sport Captain (Table Tennis)***

- Organised and conducted First team training sessions.
- Ensured that members of the First team are always in the correct uniform

### ***General Excellence Scholarship (2007-2012)***

- A recipient of the general excellence scholarship awarded by Haileybury College

### ***Duke of Edinburgh Bronze***

- Successfully completed the Duke of Edinburgh Bronze Award

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## **Referees Available Upon Request**