



# Matthew Jeffery

Third year BIT Student

## Personal Statement

I am currently studying a Bachelor's Degree in IT, with a keen interest and strong introductory knowledge in software and web programming. I am a hardworking, enthusiastic worker. I am very adaptable to the work environment in which I work and am always energetic, focused and ready for the work at hand. I have worked in a diversity of jobs ranging from casual engineering to dairy milking and writing formal reports in an office environment. I can work both in groups and individually efficiently.

## Experience

### Internship, Abacus Biotechnology

*Dunedin 2015-2016 (Summer holidays)*

I worked on reviewing and analysing various online databases for large commercial beekeeping industries. This mainly included working with the Farm Management System, FarmIQ.

### Relief Milker

*Inch Clutha, Balclutha 2016-2017 (Summer holidays)*

I worked mid-year holidays of 2015 and over the summer holidays of 2016. Working early hours from 4am, herding and milking cows. Maintaining a clean workspace and lots of weed-spraying/grubbing. Understanding of Dairy Milking process.

### Cashier/Retail

*Guy Wong & Son (GWS), Balclutha 2014-2015 (Summer Holidays)*

I worked over the summer holidays of 2014 and worked some weekends throughout the year whenever I was needed, Jobs included cashier, cleaning, stacking shelves with fresh produce and taking orders via telephone.

### Casual Worker

*Calder Stewart, Milton 2012-2013 (Summer Holidays)*

I worked as a casual worker at Calder Stewart over the summer holidays for two years. This work mainly included cutting/grinding steel and operating indoor cranes.

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## SKILLS

### PROFESSIONAL SKILLS

Microsoft Word

Programming Skills

Computer Skills

Microsoft Excel

Typing speed (70WPM)

### PERSONAL SKILLS

Communication

Teamwork

Adaptability

Leadership

Management

## Casual Worker

*Rinnon Products, Dunedin 2009-2011*

I worked at Rinnon Products for one year part time after school as a casual worker. Work mainly consisted of constructing brake shoes for trains and working industrial guillotines.

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## Qualifications

South Otago High School: NCEA Level 1 – 2013

South Otago High School: NCEA Level 2 – 2014

Otago Polytechnic: Certificate in Level 4 Business – 2015

Otago Polytechnic: Third year Bachelor of IT – 2015-Present

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## Skills

- Strong computer skills
- Great work ethic
- Punctuality
- Fast typing (70WPM)
- Very adaptable

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## Software

- Microsoft Word
- Microsoft Excel
- Visual Studio
- Eclipse IDE

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## Interests

I enjoy solving other people's programming problems and helping others within my course, learning new things regarding computer programming and improving my general professional knowledge to advance in my career. I also enjoy mountain biking, socialising with my friends, farming and video games.

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## References

Abacus Biotechnology: Simon Glennie – 027 246 4630

Course programming lecturer: Patricia Haden – (03) 474 2854