

## Jacob Booth

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**Multidisciplinary Web Developer**  
**Advertising Agent**  
**Creative Media Technologies Specialist**

### Profile

I offer a combination of excellent communication skills, positive leadership skills, and a proven ability to multi-task and encompass the aspects of a role efficiently.

I am able to build strong and positive relationships with my customers, as well as my work colleagues.

I have been privileged that my employment history has covered a range of industries, and has allowed me to work alongside persons from different cultures, and professional backgrounds.

I adapt my personal presentation to the required workplace, and when accompanied by my friendly, helpful, energetic and positive approach, I am always highly appreciated and respected, by my employer, my work colleagues, and customers.

### Work History

#### **Outbound calling, Administration**

*Unity4 (on behalf of CARE Australia) – Remote*

Outbound calling, adhering to KPIs and ROI parameters, logging results and scheduling appointments

2022 – Present

#### **Kitchen Hand**

*The Phoenix Hotel – Point Cook*

Preparing and cooking meals, cleaning and maintenance duties adhering to strict OH&S requirements, stocktake and ordering

2021 – 2022

#### **Pick-packer**

*Cornerstone HR (on behalf of T2) – Laverton*

Packing and logging orders with an RF scanner, cleaning and safety protocols adhering to strict OH&S requirements

2020 – 2021

#### **Sound Engineer**

*Self-employed*

Scheduling recording sessions in professional studios, lead-generation, cold-calling, production adhering to strict client-requirements and deadlines.

2019 – 2020

#### **Advertising Agent, Social Media Manager, Video Editor**

*Self-employed*

Designing and launching Facebook ads campaigns, original content calendar, lead-generation for myself and clients, ROI management, all across several different brands at any given time, invoicing and quoting

2018 – 2020

#### **Barista, Wait-Staff**

*Cheeky Monkey Café – Richmond*

Taking and preparing orders, table service, making coffees for a café that regularly receives 900+ coffee orders a day on weekends, invoicing and quoting

2018 – 2020

#### **Outbound calling, Administration**

*Universal School of Music – Point Cook*

Scheduling appointments, following up with warm leads to invite them to the next open-night, signing up and registering clients, invoice and payment processing, and quoting

2019

#### **Kitchen Attendant, FOH**

*Hungry Jack's – Footscray*

Preparing and cooking meals, taking orders, stocktake, processing payments, cleaning and adhering to strict OH&S requirements

2016 – 2018

#### **Extra, Body Double**

*Bubblegum Casting (on behalf of ABC TV)*

Committing to scene instructions following a strict creative brief for the popular teen drama "Nowhere Boys", produced by ABC TV

2016

#### **Retail Attendant**

*Sacca's Fine Foods – Altona North*

Cleaning the store, stocking orders and customer service, including adhering to strict OH&S procedures

2016

#### **Actor**

*Bubblegum Casting (on behalf of Endemol and Southern Star)*

Committing a script to memory, as well as several scene instructions for the 2012 Telemovie "Beaconsfield", produced by Endemol and Southern Star

2011

#### **Actor**

*Bubblegum Casting (on behalf of Opera Australia)*

Committing to scene instructions following a strict creative brief for the 2011 stage opera "Macbeth", produced by Opera Australia

2011

#### **Actor, Vocalist**

*Bubblegum Casting (on behalf of Opera Australia)*

Attending rehearsals averaging 20 hours a week, adhering to strict vocal requirements for the main choir of the 2012 stage opera, "A Midsummer Night's Dream", produced by Opera Australia

2010

#### **Actor**

*Bubblegum Casting (on behalf of TAC)*

Committing to scene instructions following a strict creative brief for the 2011 advertising campaign, "Driver Reviver", produced by TAC

2011

## Skill Set

Having worked across multiple industries for a range of different employers, including running my own multimedia and advertising business, I have developed a diverse variety of skills that are applicable to many roles.

### Customer Service and Administration

- ❖ Approachable and helpful customer service manner
- ❖ Multitasking in a high-intensity work environment
- ❖ Invoice processing platforms including Stripe
- ❖ Time management and coordination
- ❖ CRM platform administration including RapportCMS
- ❖ Attention to detail and problem-solving methods
- ❖ History of adhering to KPIs for increased ROI

### Information Technology and Computer Science

- ❖ Experienced in the entire Microsoft Office Suite including extensive knowledge of Excel Formulae and Access Database
- ❖ Software and web-development across a range of IDEs including Visual Studio Code, IntelliJ, CodeBlocks, and Eclipse for Java
- ❖ Development with JavaScript, C++, Java, HTML, CSS, and SQL
- ❖ Typing speed of 80wpm

### Advertising and E-commerce

- ❖ Directing lead-generation campaigns with project advertising budgets in excess of \$5000
- ❖ Facebook advertising and campaign creation
- ❖ High-quality social media content including graphics, videos, music and sound design, copy-writing, etc.
- ❖ Effective rapport-building
- ❖ Lead-capture technologies including MailChimp web integration
- ❖ Impeccable spelling and grammar

### Creative Media Technologies

- ❖ Adobe applications including Illustrator, Photoshop, Premier, After Effects, and Acrobat
- ❖ Logo and brand graphic design in Inkscape and GIMP GNU Editor
- ❖ Over 1000 hours of experience in StudioOne DAW

## Education and Certification

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| <ul style="list-style-type: none"><li>○ <b><u>Diploma of Information Technology</u></b><br/><i>Deakin College</i><br/>In progress, 1 Trimester remaining</li><li>○ <b><u>VCE Units 1 – 4 (Year 11 and 12)</u></b><br/><i>Bayside Secondary, Paisley Campus</i><br/>Completed 2017</li><li>○ <b><u>Sound Engineering Mentorship</u></b><br/><i>Universal School of Music</i><br/>2017 – 2020</li><li>○ <b><u>2<sup>nd</sup> Dan (Degree) Black Belt</u></b><br/><i>Legacy Taekwon-Do</i><br/>2013</li></ul> | <ul style="list-style-type: none"><li>○ <b><u>Vocal Training (Extreme Vocals)</u></b><br/><i>David Vernon</i><br/>2017 – 2018</li><li>○ <b><u>Charity Performing Program</u></b><br/><i>Variety – Jason Coleman Ministry of Dance</i><br/>2011 – 2012</li><li>○ <b><u>Full Victorian Drivers Licence</u></b><br/><i>VicRoads</i><br/>2022</li><li>○ <b><u>Responsible Service of Alcohol (RSA)</u></b><br/><i>Serve It Up</i><br/>2018</li></ul> |
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## References

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| <ul style="list-style-type: none"><li>● <b><u>Rass Teoxon</u></b><br/><i>Sous Chef at The Phoenix Hotel, Point Cook</i><br/><b>M: 0435715063</b></li><li>● <b><u>Jacob Cornejo</u></b><br/><i>Manager at Cheeky Monkey Cafe, Richmond</i><br/><b>M: 0484734862</b></li></ul> | <ul style="list-style-type: none"><li>● <b><u>Ephrosyne Hatzikosmidis</u></b><br/><i>Bayside Secondary, Paisley Campus, Newport</i><br/><b>T: (03) 9391 6666</b></li><li>● <b><u>Haylee Cox</u></b><br/><i>Manager at Hungry Jacks, Footscray</i><br/><b>M: 0476 366 828</b></li></ul> |
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