

MATTHEW DAVENPORT

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PROFESSIONAL SUMMARY

A trustworthy, dependable, responsible staffer with 4 years of experience providing ongoing support and work. Dedicated, tireless professional with a keen ability to maximize both time and business efficiencies. Well-organized with in-depth technical knowledge and keen attention to detail. I have experience managing an office conducting administrative work and dealing with members of the public on an ongoing and continuous basis. My time management and work ethic are second-to-none, being able to assist the office when called upon.

EDUCATION

Present	Bachelor of Information Technology: User Experience Design <ul style="list-style-type: none">University of Queensland - Brisbane, Queensland
Dec. 2016	Government & International Relations <ul style="list-style-type: none">Griffith University - Brisbane, QLD
Dec. 2015	<ul style="list-style-type: none">Anglican Church Grammar School (Churchie) - Brisbane, Queensland

EMPLOYMENT HISTORY

Jun. 2018 – Present BRISBANE CITY, Queensland	Admin and Membership Assistant, Liberal National Party Headquarters <ul style="list-style-type: none">Maintain and update the LNP Membership databases, as well as dealing with any incoming issues or concerns.Administration support to the State Party Secretary.Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs, as well as maintaining scheduling and event calendars.
Feb. 2019 – May. 2019 Brisbane, Queensland	Campaign Assistant, Liberal National Party Headquarters <p>Assisting in the 2019 federal election campaign. Assisted in roles from websites, research tasks, campaigning, and reports.</p>

May. 2018 – Jun. 2018
Kenmore, Brisbane,
Queensland

Assistant Electorate Officer (Job Fill), Kenmore Electorate Office

- Job fill role while staff was on holidays, working under State Member for Moggill, Dr Christian Rowan MP
- Perform general office duties, such as taking or transcribing dictation, typing or proofreading correspondence, distributing or filing official forms, or scheduling appointments.

Dec. 2017 – Feb. 2018
Gold Coast, Queensland

Assistant Electorate Officer, Bonney Electorate Office

- Respond to requests for information from the public, other municipalities, state officials, or state and federal legislative offices.
- Perform general office duties, such as taking or transcribing dictation, typing or proofreading correspondence, distributing or filing official forms, or scheduling appointments.

Jul. 2016 – Dec. 2017
Brisbane, Queensland

Event Day Staff, Stadiums Queensland

- Working as a casual event day staff provides me with the opportunity to interact with new people, and specifically showcase quality customer service that the Gabba promotes. Whether it be an usher or a gate person, customer service is the number one priority for the staff.

Aug. 2016 – Nov. 2017
Redlands, Queensland

Intern, Redlands Electorate Office

- Intern under the instruction of the MP Matthew McEachan of the Redlands electorate. My internship consisted of working with the team members on the day to day activities.
- General office work, emails, phone calls, letters and meeting with constituents. Perform general office duties, such as taking or transcribing dictation, typing or proofreading correspondence, distributing or filing official forms, or scheduling appointments.

Jul. 2014 – Feb. 2017
Brisbane, Queensland

Crew Member, McDonalds Australia

Food service worker with exceptional interpersonal skills. Reliable, punctual and works well under pressure. As well as excellent communication skills and rapid and precise customer service skills.

SKILLS

Time Management	<i>Expert</i>	Communication	<i>Expert</i>
Prioritizing and Multitasking	<i>Expert</i>	General Office Work	<i>Expert</i>
Adobe Suite	<i>Experienced</i>	Javascript	<i>Experienced</i>
Microsoft Office Suite	<i>Expert</i>	Administration	<i>Expert</i>
SQL/ MySQL	<i>Skillful</i>	HTML/ CSS	<i>Experienced</i>

ACCOMPLISHMENTS + AFFILIATIONS

Responsible Serving of Alcohol SITHFAB201 (RSA) - Recieved 2016

Responsible Gaming Services SITHGAM201 (RSG) - Received 2016

First Aid Certificate - Received 2016 (to be updated)

Numerous Army Cadet Awards (2012-2015)

Queensland Certificate of Education - Received 2015

Churchie Old Boys Association (OBA)

REFERENCES

Matt McEachan
Former Member for Redlands
Mobile – 0432 585 140

Gary Gaudion
OH&S Officer
Email - gg@gaudion.com.au
Mobile - 0411 140 150

Sam O'Connor MP
Member for Bonney
Email - bonney@parliament.qld.gov.au
Mobile - 0416 925 981