

CV

Personal Information

FIRST NAME / SURNAME	Mitchell Barclay
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References

WORK:	John Niland
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CHARACTER:	Lesley Lyver
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Skills and Competences

SOCIAL SKILLS

I am polite, friendly and easy to get along with. I have experience with customer service from customer orientated jobs at Burger Wisconsin and Countdown.

COMPUTER SKILLS

I am a keen computer user and would consider myself skilled in the field. I am familiar with basic applications such as Microsoft Word and Excel, but I am also a proficient problem solver when it comes to IT. I pick up new interfaces and software intuitively and quickly, and have experience in coding HTML, CSS, Javascript & SQLite.

ART & DESIGN

I am currently studying Media Design at Victoria and have had a passion for art since I was young. I have experience with graphic design, web design, illustration, 2D animation, stop-motion, as well as video design and editing. I am a competent and experienced user of the Adobe suite of applications.

My design portfolio can be found at:
<https://mitchellbarclay.design>

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Education and Training

DATES	2015-Present
QUALIFICATION PROGRESS	In fifth and final year
DEGREE	Conjoint: Bachelor of Commerce & Bachelor of Design Innovation
MAJOR	Information Systems, Media Design
UNIVERSITY	Victoria University of Wellington
ACCOLADES	Included on both the Victoria Business School Dean's List, and the Victoria Faculty of Architecture and Design Dean's List for the year 2018.

Work Experience

DATES	September 2018 - Present
POSITION	Night-fill assistant & grocery team member
EMPLOYER	Countdown
RESPONSIBILITIES	Customer service, stacking shelves, locating product.
DATES	December 2018 - Present
POSITION	Cruise Security guard
EMPLOYER	Allied Security
RESPONSIBILITIES	Organising passenger transport, checking passenger ID, managing bus traffic.
DATES	February 2018 - August 2018
POSITION	Night cleaner
EMPLOYER	Otis & Louie Ltd.
RESPONSIBILITIES	General cleaning of pet daycare, prepping dogs for pickup.
DATES	November 2016 - February 2017
POSITION	Commercial painter - summer position
EMPLOYER	Terry Lynch Decorators
RESPONSIBILITIES	Prepping/ painting interior & exterior of houses.
DATES	March 2014 - October 2014
POSITION	Kitchen help/ food counter attendant
EMPLOYER	Burger Wisconsin
RESPONSIBILITIES	Customer service, prepping meals, dishwashing.