

Matthew Sterling

Phone: 0421 864 667
Email: mjsterling93@gmail.com
Availability: Full Time/Part Time
Right To Work: NZ Citizen – Permanent resident (Protected SCV)

Employment History

Resourcing Specialist – 2018 – 2020

Programmed Skilled Workforce

- Administration, operations, and recruitment for a nationally-recognised labour hire firm:
- Use of database software to recruit, deploy, and manage approx 160 rail safeworking staff
- Business process improvement and automation; training colleagues in the use of digital systems I developed
- Account management duties including direct liaison with Supplier Performance Managers and Project Managers at the National Client level
- Autonomous ownership of branch-level accounts receivable processes, including liaising with the PSW credit department, client AP and client-side admin staff

Proof-reading and editing – 2017 – 2019

Independent Author: R. S. McAdam

- Proof-reading of texts
- Fact-checking key information
- Collaborative editing with the author
- Management of focus groups
- Collation of feedback
- Continuity control

Shop Assistant – 2014 – 2018

Eildon One Stop Fuel

- Casual ongoing position
- POS system and cash handling
- Stocktake, delivery handling and inventory management
- Cleaning and maintenance tasks

Dispatcher/Production Assistant – 2014

Phasefale Controls P/L

- Email and phone communication with customers and courier companies
- Maintaining a database and inventory
- Manufacture and production of industrial temperature controls and other products, including soldering and use of machinery
- Picking, packing and dispatching electronic goods

Customer Service/Cashier – 2011 – 2014

McDonald's

- Use of speaker box and computerised POS system to take customer orders
- Preparation and expediting of food items in compliance with food safety regulations
- Extensive detail-cleaning and maintenance duties
- Autonomous handling and resolution of customer complaints

Certifications and Qualifications

2021

- Diploma of Information Technology (Full stack web development) - Coder Academy

2018

- Partial completion of Administration Traineeship (Cert III) - not completed as I was deemed overqualified and subsequently promoted to a full role after four months.

2010

- Completed Year 12 VCE at Brighton Secondary College

Skills and Strengths

- Adaptive and capable learner
- Exemplary written and spoken English
- Computer literacy, advanced database/spreadsheet skills
- MS Office proficiency, 60wpm typing speed
- Creativity, problem solving and innovation
- Eye for detail and quality
- Reliability, punctuality and resilience
- Independence and self-sufficiency

References

Ben Alexander

*Rail Manager Eastern
Programmed Skilled Workforce*
Phone: 0418 991 908
Relationship: Manager/employer

Scott Hennessy

*Executive General Manager
Programmed Skilled Workforce*
Phone: 0419 813 756
Relationship: Manager