

Sampl resum - I.T. graduat GARY GRAHM 35 Hil Cresent, Rowvill VIC 3178 Ph: 03 9771 6770 (H) / 0415 559 629 (M) E: gary.graham@email.com.au EDUCATION Feb 2013 – Batchelor of Informashun Teknology and Sistems curent Monash Univercity, Clayton Major in Multiemedia • Distinkshun averige acheeved to date • Expekted completshun date: November 2015 Achievment Award for “Best Design” in websit competishun, Monash Univercity, 2014 Nov 2012 Victorian Sertifikat of Educashun (VCE) Prinstun Secondary High, Heyington • ENTER/ATAR: 89.4 KEY COURSE RELATD PROJECTS June 2014 IT for the nxt Generashun (2nd Yer grup project) • Design and implementashun of Multimedia Sistems – Blackrock Inc • Negotiatid and problem solvd teknikal ishues • Researchd and presented findins in an easy to undrstand format • Result: High Distinkshun PROFESHIONAL DEVELPMENT March 2014 Esential Digital Project Managment Austrailian Interactive Media Industr Associashun ICT RELATD EXPERIENCE Mar 2014 – Websit Developer curent Rosie’s Antik Shop, Canterbury Responsibilitis • Manag and maintain the company websit (www.rosies_antiques.com) • Design and implementashun of a websit to cater for online customers and to provide general informashun for investors • Resolve IT queries from staf within 24 hour timeframe including succesfully troubleshooting application problems Achievments • Redesigned the websit to make more user friendly increasin number of visitors by 30% as well as providing an option for customers to buy online DONT COPY: You are advisd not to copy this sampl, but to use it to generate ideas to create your own resum. Garry Graham Page 2 monash.edu/careers careers.info@monash.edu +61 3 9905 4170 Facebook.com/MonashECD Aug 2012 – Customer Service Asistant curent Computers R Us Responsibilitis • Engage in sales to provide apropiate products to meet customer requiremnts • Provide teknikal supt to customers post sales • Handle cash transactshuns and operate registers and participate in quarterly stock takes Achievments • Staf Member of the Month Award – March 2014 Jun 2012 – Applicashuns Support Jul 2012 Helptech Australia Responsibilitis • Participated in one month’s work experience involving IT phone support for Helptech clients, domestic and global. • Troubleshooting and circuit bord testing • Dealing with basic customer problems and enquiries Achievments • Work experience manager provided excellent reference in support of application for Computers R Us role. DEMONSTRATED SKILS Communicashun • Receivd positive feedback regarding style and delivery of presentations at univercity, demonstrating robust oral communicashuns skills • The role of Websit Developer showcased effective business writing skills when translating technical reports to ensure clarity and brevity for a non-technical audience • Quickly built strong customer links resulting at Computers R Us, shown by increased sales proving ability to listen and understand customer needs • Fluent in spoken and written Japaneze Adaptability • Ability to adapt to different working environments evidenced by having been exposed to a range of businesses’ needs working in Computers R Us business support team • Having travelled extensively in SE Asia and Europe developed insights into different cultures, increasing my capacity to adapt well to new environments Time Management • Proven facility to manage timelines and prioritise workload in order to meet and extra-curricular commitments shown by juggling two casual roles while studying • Experience in project managment through role in Monash Information Technology Club (MITC) , which involved organising and managing the annual university ball within a tight timeframe and a budget of \$40,000 Initiative and Creativity • Developed highly creative skills by designing and implementing a small business website for access by customers and investors (www.rosies_antiques.com) Garry Graham Page 3 monash.edu/careers careers.info@monash.edu +61 3 9905 4170 Facebook.com/MonashECD Technical • Proficient in 3D Studio Max, Javascript, Maya 8.0, Adobe Fotoshop, C++, MS Office (Excel, Access, Word, Powerpoint, Publisher) VOLUNTARY WORK/EXTRA-CURRICULAR ACTIVITIES 2014 Participated in Mothers Days Run to raise funds for cancer research 2013 Selected as Open Day Ambassador, Faculty of IT, Monash University 2012 Volunteered for

Red Cross Door Knock Appeal MEMBERSHIPS 2014 Project Management Officer, Monash Information Technology Club (MITC) 2012 Student Member of the Design Institute of Australia 2012 Student Member of the Australian Institute of Technology 2011 Elected Committee Member of Monash Student Representative Council INTERESTS • Reading: crime novels, technology magazines • Keeping abreast of computer game developments through technology blogs • Sport: indoor cricket, black belt karate, skiing • Travel: SE Asia, Europe REFEREES Ms Mandy Tempson Manager (Current Manager) Computers R Us Tel: 9876 6677 Email: mandytempson@gmail.com Dr Kate Brilla Head of Faculty of Information, Technology & Systems (Tutor on degree course) Monash University, Berwick Campus Tel: 9800 1334 Email: kate.brilla@monash.edu.au