

# NICOLA GUJER

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## CONTACT

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-  North Shore, Auckland

## SKILLS

Leadership  
Adaptability  
Administrative Skills  
Teamwork  
Data entry  
Communication

## TECHNICAL SKILLS

Adobe Photoshop  
MATLAB  
Python  
HTML5  
D3  
LaTeX  
Microsoft Word  
Microsoft Excel  
Microsoft PowerPoint

## PROFILE

I am currently studying physics and mathematics at the University of Auckland. I am an enthusiastic and hard-working person. I enjoy working in both a group environment and individually. I am self-motivated, organised and have an eye for detail. I am eager to learn and enjoy overcoming challenges.

## EXPERIENCE

### **Research Assistant, University of Auckland 2015 - present**

This was a full-time position working with the University of Auckland and Te Pūnaha Matatini on various tasks.

- Collaborating on a blog deconstructing the National Statement of Science Investment 2015 – 2025.
- Data visualisation of NZ Academics on Twitter.

### **Clinical Assistant, Midland MRI 2013 – 2014**

My responsibilities were split between assisting with patients and administrative duties.

- Helping both inpatients and outpatients of Waikato Hospital.
- Data entry of referrals and patient information.
- Booking and managing appointments.

### **Retail Sales Assistant, Yoobee 2012**

Part-time position selling Apple products and accessories as well as dealing with product repairs.

- Target-focused sales.
- End-of-day banking.

### **Intern, Arise Church 2012**

I volunteered for the year with my main roles including a personal assistant to a senior pastor and managing the finances and office administration.

- Settling credit card statements and petty cash reconciliation.
- Event planning.
- Venue set-up and pack-down.

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## EDUCATION

Bachelor of Science  
University of Auckland  
2015-Present

Bachelor of Science  
University of Waikato  
2009-2011

## REFERENCES

Stephen Butler  
Head Technologist  
021 664 884  
stephen.butler@midland  
mri.co.nz

Paul Barlow  
Yoobee Manager  
022 077 0049  
Paul.a.barlow@me.com

## EXPERIENCE CONTINUED

### **Retail Sales Assistant, Bond and Bond 2011-2012**

Part-time position while attending university. Full-time sales and administrative roles over the summer.

- Target-focused sales.
- Weekend administrative duties.

### **Residential Assistant, Bryant Hall 2010**

I was responsible for 30 first year university students at one of the halls of residence at the University of Waikato.

- Being on call.
- Locking up the facilities at night.
- Upholding the hostel rules.
- Completed the Staff Leadership Training 2010 Certificate.

### **Retail Sales Assistant, Paper Plus 2008**

Part-time position while attending high school and full-time duties during the summer.

- Opening and closing the store.
- Completed the New Zealand Lotteries Training Course.

## ACHIEVEMENTS

In 2009 I was awarded the TeachNZ Teacher Recruitment SS Physics School Leavers/Undergraduate Scholarship. In 2008 I was Deputy Head Girl of Whangarei Girls High School.