

NICOLA GUJER

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
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stephen.butler@midland
mri.co.nz

Paul Barlow
Yoobee Manager
022 077 0049
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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.