

Aidan Kirvan

QUALIFICATIONS

- Diploma Sound Production, 2016 (Ultimo Tafe)
- Certificate IV Technical Production, 2015 (Ultimo Tafe)
- Level 2 Award in Food Safety in Catering, RSA & RCG, 2014 (Macquarie University)
- Certificate III in Live Production, Theatre and Events, 2010 (Sydney Secondary College)
- Coffee Skills, Bar Skills, RSA & RCG Certificates, 2010 (Canterbury-Hurlstone Park RSL)
- Higher School Certificate, 2010 (Homebush Boys High School)
- School Certificate, 2008 (Homebush Boys High School)

WORK EXPERIENCE POSITIONS HELD:

May 2016 to present Volunteer Internship at The Basement Sydney, NSW

- Assisting with stage setup and pack down.
- Sound desk operation
- Setting up live streams
- Assisting other workers and interns

19 April 2013 to present Casual Wait-staff service at Macquarie University Sydney, NSW

- Serving and pouring drinks at official functions.
- Assisting in the preparation and placement of food.

August 2013 to 2014 Salesperson for STM International Sydney, NSW

- Direct Sales to Clients.
- Product demonstration and generating sales leads.

19th February – 9th April 2013 Jurassic Lounge Sydney, NSW

- Manual handling to bump in, bump out, and transport items, equipment and structures to their appropriate locations.
- Assisting in set construction, setting up heavy structures, lights and other electrical devices.
- Ticket checking, ushering, crowd control, customer service, and stage management support

March 2009 – 2010 Homebush Boys HS & Sydney SC Sydney, NSW

- Setting up and operating technical equipment for school events
- Administration support for school office
- Cash handling for sale of tickets and sundries

April 2009 The Sydney Royal Easter Show Sydney, NSW

- Ushering, customer service, and stage management support

SUMMARY OF WORK SKILLS AND EXPERIENCE

Communication Skills

- good written and oral communication through: report writing, presentations, essays, public speaking, customer relations and drama.
- greeting patrons and providing an information service to patrons in venues and at events
- checking tickets for validity at events.

Organisation Skills

- planning and organising skills through preparing scripts and storyboards and organising cast and crew for student films.
- ensuring the patrons are seated in adequate time before the start of a performance
- organising reconciliation of financial takings.

Finance Skills

- completing workplace documentation in relation to financial transactions
- direct sales, credit card transactions and cash handling

Teamwork Skills

- working as a team member in an entertainment venue in a variety of roles
- sharing information with colleagues
- checking safety procedures with other team members.

Problem Solving Skills

- dealing with queues in venues
- seating patrons who arrive late or who have special needs
- identifying safety issues and reporting them to the appropriate person.

Initiative

- being proactive in identifying needs of patrons in a venue.

Self Management

- maintaining personal safety standards and following workplace procedures, particularly in relation to WHS
- acting within the scope of job role

Technological & Computer Skills

- proficient PC & Mac user, able to rapidly adapt to new technology
- high use: MS Office (Word, Excel, PowerPoint), Adobe Photoshop/Flash/Premiere Pro, Logic Pro, Ableton, Mixcraft, Audacity.
- using the internet as a source of information about the industry.

Creative Skills

- setting up lighting and sound for school productions
- composition and performance of music (saxophones, guitar, vocal/lyrical compositions)
- student stage and film productions – writing, set design, wardrobe, directing, lighting, editing, performing.

Safety in the Workplace

- certified in WHS and First Aid as part of competency based training in VET Entertainment
- passing on safety information to colleagues

- organising work tasks to ensure safety.

EDUCATION

2016 - Ultimo TAFE, Diploma Sound Production

2015 - Ultimo TAFE Certificate IV Technical Production

2011 – 2012 National Art School Bachelor of Fine Arts (Incomplete)

2005 - 2010 Homebush Boys High School

- English (Standard), Visual Arts, Drama, Music

Achievements:

- Selected for National Art School subject, “Intensive Studio Practice” for 1 unit towards HSC in 2009
- Nominated to attend “Art Smart” program in 2008
- Artwork selected for “Director’s Choice”, NW Sydney Region in 2008
- Peer tutor for reading, 2008

2009 - 2010 Sydney Secondary College, Blackwattle Campus

- VET Entertainment

Achievements:

- Awarded Certificate III in Live Production, Theatre and Events, 2010

1998 - 2004 Ashbury Public School

Achievements:

- Selected for Arthur Boyd Art Camp, 2004
- Attended Young Leaders Conference, 2004
- Elected House Sports Captain, 2004
- Selected for Tournament of the Minds team, 2004
- Ashbury Public School Band program, 2000 - 2004
- Awarded Science and Technology award for High Distinction in Computer Skills, 2003.

TRAINING AND PROFESSIONAL DEVELOPMENT

2015

- SoundCLICKS Recording & Mixing workshop

2014

- Responsible Service of Alcohol (RSA)
- Responsible Conduct of Gambling (RCG)
- Level 2 Award in Food Safety in Catering

2010

- Responsible Service of Alcohol (RSA)
- Responsible Conduct of Gambling (RCG)
- Bar Skills
- Prepare and Serve Espresso Coffee
- Certificate III in Live Production, Theatre and Events

2008

- AMEB Grade 5 Certificate for performance on Tenor Saxophone

REFEREES

- **Lorna Barrow**

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