



Logan Boyd

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EXPERIENCE & EMPLOYMENT HISTORY

Sykes – Varsity Lakes **Data Coordinator**

Working at Sykes has allowed me to develop myself professionally within the banking/financial environment. Working directly with clients and customers while focusing on intentional and flexible processes.

Accomplishments and Responsibilities

- Co-founder of BT Remediation team – creating foundations for the team, including processes, documentation, training material, training and coaching staff, and helping establish team focuses and principles.
- Working directly with the client to create and constantly iterate on processes and workflows.
- Creating reporting structures and documents
- Worked as Knowledge Expert as support for St. George Group
- Supported in training Upskills and supporting training groups

A Head Start Child Care Centre - Currumbin

Experience in day-to-day operational requirements of the facility that complied with Early Years Learning Framework (EYLF) and the National Quality Framework (NQF) as well as developing relationships with community, families, and students.

Accomplishments and Responsibilities

- Group & People Management/Communication
- Health & Safety Management

VOLUNTEER HISTORY

Trinity Anglican Mission - Robina

Accomplishments and Responsibilities

- Face to Face Customer Service
- Stock take (Packing/Unpacking)

SKILLS

- Microsoft Office Suite Product
- Customer Service
- High level communication
- Presentation skills
- Detailed overview of administration workloads
- Managing deadlines and KPIs
- Customer Centricity
- Database Management

REFERENCES

Dean Cook

Instructional Designer
0401 589 424

Rachel Lane

Account Manager
0466 689 114