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Daniel Keefer

PERSONAL STATEMENT

What I would like you to understand is that I am more than just a set of skills and abilities as listed below.

I am passionate, polite and personable, giving my all for the benefit of my employer through my own commitment, efficiency and attention to detail as well as assisting and mentoring others to be the best they can be. My ability to see the big picture, methodical approach and quick wit have been successfully utilized as a team member and as a supervisor.

I am currently at University studying a Bachelor of Technology. I have a real passion and drive to excel in the IT field. Ongoing learning is important to me and I continue to expand my knowledge through formal and informal opportunities.

SKILLS & ABILITIES

PERSONAL ATTRIBUTES

- ✓ Good time management skills
- ✓ Quick thinking, driven person with a strong work ethic.
- ✓ Like to take the initiative
- ✓ Quick witted with a good sense of humor
- ✓ Exceptional IT Skills

MANAGERIAL TRAITS

- ✓ Solution orientated with good problem solving skills.
- ✓ Comprehension and application of procedures
- ✓ Adept at understanding complex concepts
- ✓ Ability to handle unexpected situations

RETAIL SKILLS

- ✓ Effective and tidy displaying stock
- ✓ Shelf recovery
- ✓ Process transactions and authorize refunds
- ✓ Calculate change quickly and accurately.
- ✓ Customer service including complaint resolution

STOCK CONTROL

- ✓ Experience with pallet jacks and forklifts
- ✓ Stock receiving and Manual handling
- ✓ Ensure stock is neatly stored
- ✓ Accurate Stock taking

QUALIFICATIONS

- ✓ Queensland Open Driving License - Manual
- ✓ Construction Industry White Card
- ✓ Certificate II in Electrotechnology
- ✓ Certificate III in Laboratory & Material Testing (current)
- ✓ Bachelor's Degree (current – part time)

EXPERIENCE

FRESH PRODUCE COLES SUPERMARKETS

DECEMBER 2014 – PRESENT

REPAIR TECHNICIAN LASER & SURVEY SOLUTIONS

SEPTEMBER 2014 – DECEMBER 2014

DELIVERY DRIVER DOMINO'S PIZZA

MAY 2014 – PRESENT

SOIL TECHNICIAN COFFEY INTERNATIONAL

FEBRUARY 2012 – SEPTEMBER 2014

ELECTRICAL APPRENTICE KMC TECHNOLOGIES

FEBRUARY 2012 – AUGUST 2012

STUDENT CQ UNIVERSITY

FEBRUARY 2010 – JUNE 2011

SUPERVISOR THE REJECT SHOP

DECEMBER 2007 – JANUARY 2010

REFERENCES

REECE SEIBOTH, STORE MANAGER

DOMINO'S PIZZA

Mb: 0401 470 404

DYLAN BAIRD, SHIFT MANAGER

DOMINO'S PIZZA

Mb: 0432 393 282

MARY PENNISI, DEPARTMENT MANAGER

COLES SUPERMARKETS

Mb: 0434 676 809

..AND FINALLY

Thank you for reading to the end of my resume. I am looking for a full time role, or a part time role that will quickly become full time, and look forward to having the opportunity to meet with you in person.