

Garry Graduate

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Qualifications

2006 – Current **Bachelor of Information Technology and Systems (Multimedia)**
Monash University
Due to complete: November, 2008

Awards

2007 Award for 'Best Design' in website competition, Monash University

Skills Summary

Communication skills

- Comfortable dealing with people from a diverse range of backgrounds, including advising and dealing with customers at Computers R Us
- Ability to communicate effectively in a formal business manner and as a member of the community, demonstrated through liaison with customers and different levels of staff management within the Harvey Norman team

Initiative and Creativity

- Highly developed creative skills, developed by designing and implementing a small business website for access by customers and investors (www.rosies_antiques.com)
- Willingness to take on extra projects and responsibilities, demonstrated through being part of the student representative council, which included organisation and management of the annual university ball

Computer Skills

- Proficient in 3D Studio Max, Javascript, Maya 8.0, Adobe Photoshop, C++, Microsoft Office (Excel, Access, Word, PowerPoint, Publisher)

Additional Skills

- Fluent in spoken and written Japanese
- Excellent time management skills, including the co-ordination of part-time work with full time study

Relevant Experience

Nov 2006 - Current **Website Developer**
Rosie's Antique Shop

Responsibilities

- Management and maintenance of the company's website (www.rosies_antiques.com)
- Design and implementation of a website to cater for online customers and to provide general information for investors
- General processes of project management, researching and searching for resources to suit the client's needs

Jan 2003 - Current **Customer Service Operant**
Computers R Us

Responsibilities

- Provide technical support and advice to customers
- Cash handling and register operations
- Analysing customers' needs and wants in order to provide appropriate products and services
- General stocktaking

Nov – Dec 2005 **Application Support**
Helptech Australia

Responsibilities

- One month's work experience as global phone support for Helptech clients
- Troubleshooting application problems
- Dealing with customer problems and inquiries

Professional Memberships

- Student Member of the Australian Computer Society
- Student Member of the Design Institute of Australia

Extra-Curricular Activities

- Active Member of the Monash Information Technology Society
- Representative, High School Student Council (2001, 2002)

Interests

- Reading crime novels
- Keeping up to date with computer game developments
- Playing indoor cricket



Referees

Mr Jacob Janes

Work Placement Supervisor/Managing Director

Helptech Australia

Phone: (03) 9995 4332

Mrs Mandy Tempson

Manager

Computers R Us

Phone: (03) 9876 6677

Dr Catherine (Kate) Brilla

Head - Faculty of Information, Technology and Systems

Monash University, Berwick

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