

**John Bloggs**  
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## **DEMONSTRATED ABILITIES**

### Computer Skills:

Computer literate with software knowledge of the following:

- MS Office 2000 packages (Word, Excel, Access & PowerPoint)
- Flash 5!
- Visual Basic 6.0 and HTML
- Windows NT 4.0 and Internetworking knowledge

### Administrative Skills:

- Ability to work in a team or as a self-starter
- Negotiation skills with other people
- Ability to take on responsibilities
- Knowledge of Quality Assurance standards
- Telephone negotiation skills
- Excellent knowledge of IT/office procedures

## **EDUCATIONAL BACKGROUND**

Diploma (incl. Cert. IV) of Multimedia <i>Kangan Batman Institute of TAFE</i> Broadmeadows	<b>2001(current)</b>
Diploma of Information Technology (Technical & User Support) <i>Kangan Batman Institute of TAFE</i> Broadmeadows	<b>1998-2001</b>
Certificate IV in Information Technology (Technical & User Support) <i>Kangan Batman Institute of TAFE</i> Broadmeadows	<b>1998-2000</b>
Tertiary Orientation Programme Certificate (Year 12) <i>Swinburne Institute of TAFE</i> Hawthorn	<b>1980-1982</b>

## **FURTHER TRAINING**

Introduction to Excel 5.0 and Word 6.0 (Advanced) **1997**  
*Essendon Network for Employment and Training*

Workplace level 2 First Aid Certificate  
*Australian Red Cross, Southbank*

Introduction to Windows 3.1 and Word 6.0 **1995-1996**  
*Strim Consulting Group Australia, Essendon*

## **EMPLOYMENT HISTORY**

**Telemarketing Sales Representative** **1996-1997**

The Agency  
*South Melbourne*

### Duties:

- Sold a variety of products (retailing around \$50) on behalf of non profit organisations
- Daily target of 5 to 10 sales
- Pledged donations (minimum \$10.00) for non profit organisations
- Recording of sales and donations on data sheets
- Included both cold calling and referrals from a database

**Telemarketer** **1996**

Visions Fitness  
*Hawthorn*

### Duties:

- Organised appointments with fitness consultants, for potential gymnasium memberships
- Daily minimum target of at least five
- Included both cold calling and referrals from a database
- Organisation of fitness consultants diary's

## **EMPLOYMENT HISTORY (continued)**

### **Administration Assistant**

**1980-1995**

Spare Parts  
West Melbourne

#### Duties:

- Prioritised and monitored the efficient dispatch of all purchase orders
- Purchased and distributed all general stationery
- Organised official documents to be printed
- Recorded dates of issue and return of all controlled documents
- Liaised with stationery suppliers' Sales Representatives
- Performed banking duties on a daily basis
- Accessed product information from a Hewlett Packard mini-computer
- Cleaned the cassette tape-drives of the computer's 'Back-Up' storage system
- Assisted with telephone enquiries
- Performed duties as the company's First-Aid Officer

## **WORK EXPERIENCE**

### **Assistant Network Administrator**

**1999**

Marketing Online, Carlton  
(Placement for completion of Diploma in Information Technology)

#### Duties:

- Maintenance of various Servers
- Assisted the System's Administrator
- Assisting in designing Web Pages
- Basic use of "Fireworks" computer graphics programme

## **PERSONAL CHARACTERISTICS**

- Extremely hardworking
- Ensure tasks are completed to appropriate requirements
- Reliable and punctual (i.e. attendance/appointments)
- Very well developed sense of responsibility

## **INTERESTS**

- **Music**
- **Photography and Fine Arts**
- **Community Festivals**

## **VOLUNTARY WORK**

### **Student Representative Councillor**

**1998 - (ongoing)**

Swinburne TAFE  
*Broadmeadows*

#### Duties:

- Attend regular monthly **Student Representative Council** Committee Meetings
- 'Chaired' a number of **SRC** Committee Meetings in 2000
- Served as Student Representative on Institute Council in 2000
- Held various Office Bearer portfolios, including Publicity Officer and Education & Students' Rights Officer during my service on the SRC
- Currently, I am IT Officer/ Multimedia Consultant for the SRC (2001)

### **Active Reserve Member**

**1998-1999**

Lorne Surf Life Saving Club Incorporated  
*Lorne*

#### Duties:

- Assisted in training young members, as a Water Safety Officer
- Performed voluntary patrols on Lorne Beach
- Carried out basic First Aid, for minor injuries, and surf rescues
- Participated in official surf carnival(s), including Victorian Titles, held at Lorne

## **REFEREES**

### **Name**

Title

Company

*Address*

**Telephone:**

### **Name**

Title

Company

*Address*

**Telephone:**

### **Name**

Title

Company

*Address*

**Telephone:**