

Sample Resume

Information, Communication & Technology (ICT)

SWIN
BUR
NE

SWINBURNE
UNIVERSITY OF
TECHNOLOGY

NOTE: Do NOT copy this resume. Do NOT use header or Swinburne logo. We recommend looking at a range of resumes to gather ideas for designing your own. Remember that your resume needs to be tailored to the role you are applying for.

MARCUS COMPUTING

20 Wakefield Place, Hawthorn 3122
0433 444 888

mcomputing@email.com.au
www.linkedin.com/in/marcuscomputing

EDUCATION

- 2017 – Current **Bachelor of Computing**
Swinburne University of Technology
Major: Software Development
- Distinction average (84%) in the Software Development major
 - Overall credit average (71%)
- 2016 **Bachelor of Engineering (first year)**
Monash University
- Transferred to a Bachelor of Computing at Swinburne University
- 2015 **Victorian Certificate of Education**
Ringwood Secondary College
ENTER: 93.55

TECHNICAL SKILLS

Programming	Java, C++, .NET
Databases	MS Access, SQL, Oracle
Publishing	Adobe Acrobat, Adobe Photoshop, Adobe Illustrator, MS Publisher
Web	HTML, Java Script, Java Beans, Flash, Dream weaver, Fireworks
Office	Word, PowerPoint, Publisher, Visio, Excel, Outlook, Project, Access
Operating Systems	Win 2003 server, XP, UNIX/Solaris, Linux, MAC Installation, configuration, monitoring and optimisation of the above

Hardware	PC Maintenance, troubleshooting and upgrading Modems, sound and video cards Digital Cameras, scanners, printers and other peripherals
Network	Managing LANs over different platforms, including; Linux, Novell and
Administration	Windows 7/ Windows 8
Miscellaneous	Development, testing, documentation, implementation and training of a number of non-commercial software for specialised needs and clients

IT EMPLOYMENT

2017 – Current	<p>Computer Consultant Computer Mate, Malvern</p> <p>Custom building computers to clients' needs. Provide computer support for existing computers including:</p> <ul style="list-style-type: none"> ▪ Repairs and upgrades to existing computers ▪ Virus, Spyware and Adware removal ▪ Computer Networking <p>Achievements:</p> <ul style="list-style-type: none"> ▪ Successfully designed and implemented an enhanced network platform which significantly streamlined communications with customers ▪ Consistently receive positive customer feedback in regard to my excellent performance and service levels provided to key stakeholders
2016 – Current designs	<p>Freelance Web Developer Website design for clients ranging from single web pages to highly complex</p> <ul style="list-style-type: none"> ▪ Examples of web design and maintenance: www.mtscopusdebaters.edu.au www.gifts4you.org.au <p>Achievements:</p> <ul style="list-style-type: none"> ▪ Demonstrated success in designing and implementing client websites with excellent results and satisfaction ratings ▪ Received excellent feedback from the leadership team in regard to my innovative and creative website ideas

PROFESSIONAL DEVELOPMENT

2017	<p>Microsoft Certified Desktop Support Technician (MCDST) Certification Drake Training, a Microsoft Certified Partner for Learning Solutions (CPLS)</p>
2017	<p>Australian Computer Science Week (ACSW05) Computing Research and Education Association, Newcastle</p>

- 2015 **Basic Workplace First Aid (Incorporating Emergency First Aid)**
 St. John's Ambulance Australia
 This course meets Worksafe – Code of Practice requirements
- 2015 **Speechcraft**
 Toastmasters (District 73)

PROFESSIONAL MEMBERSHIPS

- 2016 – Current Swinburne Students in Free Enterprise
- 2016 – Current Australian Computer Society (Student Member)

CUSTOMER SERVICE EMPLOYMENT

- 2014 – 2016 **Crew Member**
 Boost Juice, Hawthorn
- Responsibilities:
- Customer service
 - Preparation of drinks in a fast paced environment
- Achievements:
- Consistently receive positive feedback from customers in regard to my attentive service levels

SCHOOL ACHIEVEMENTS

- 2015 School Prefect in Year 12
- 2014 Interschool debating captain
- 2009– 2011 Certificates of Distinction in Information Technology 2009-2011

SKILLS SUMMARY

Communication

High level of communication skills have been demonstrated through:

- public speaking, debating and presenting assignments
- Liaising with staff and clients at work (face to face, phone, email)
- Written communication skills are being constantly demonstrated and refined when producing university assignments and technical documentation for which distinction average results have been achieved

Leadership

- Leadership skills were awarded with roles of School Prefect and Interschool Debating Captain after a rigorous selection process
- Effective leadership skills have been further developed and demonstrated as a team leader of university syndicate projects

Team Building

- An active and enthusiastic member of several groups including LUBe (LINUX, UNIX and Be Operating Systems), debating teams and Swinburne Syndicate groups
- Proven ability to contribute in a team environment through group assignments and team sports

Problem Solving

- Demonstrated through trouble shooting computer faults in my work at Computer Mate
- As part of the Software Development major have completed numerous assignments with involved solving software related problems

INTERESTS

- Computers: games, assembling, fault finding and upgrading
- Debating
- Football

REFEREES

Associate Professor Judy McKay
Faculty of Information and Communication Technologies
Swinburne University of Technology
jmckay@it.swin.edu.au
Phone: 9214 5385

Than Ng
Manager, Computer Mate
tng@computermate.org.au
Phone: 9234 5678