

# CURRICULUM VITAE MICHAEL

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**For further information**

**Contact Jude-Employment Co-ordinator**

**Phone DDI 03 353 4161**

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## PERSONAL STATEMENT:

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I am seeking a full-time position where I can apply my broad range of skills and workplace experience in:

- Customer service and service delivery
- Packing, processing and dispatching orders
- Basic computer and data entry
- Screen-printing
- Furniture making
- Any position related to the above

## KEY WORK SKILLS AND ATTRIBUTES:

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- A co-operative team player who has a conscientious work ethic and a focused approach to all assigned tasks.
- Friendly, hard working, and dependable.
- Over 3 years' continuous experience in service delivery. Able to follow and apply instructions to achieve required outcomes.
- Effective communication, customer service skills, and experience.
- Able to research and collect data, analyse information, write reports and communicate information.
- Capable screen-printer (hand-cut stencil, photo-stencil, crayon-resist).
- Creative, with a strong interest in design and its practice.
- Food preparation and kitchen hand experience.
- Completed CPIT courses in Design (B. Design), introductory Furniture Making/ Joinery, and Basic AutoCAD and Inventor11 (parametric 3D modelling).
- Good numerical and data entry skills.
- Proven computer skills in: Adobe Creative Suite, MS Office (Word, Excel).
- Competent in MS Windows, Apple Mac OSX.

## EDUCATION AND TRAINING:

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2007-2009	National Certificate in Furniture Making - L2 Autodesk Certified in: AutoCAD 2007 - basic Inventor 11 basic-intermediate
2002-2005	Bachelor of Design - Visual Arts Christchurch Polytechnic Institute of Technology (CPIT)
2000-2001	Foundation Art and Design Hagley Community College, Christchurch

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## EMPLOYMENT HISTORY:

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March 2007-present                      Laundry dispatch and delivery  
NZ Commercial Laundries, Christchurch  
Key tasks:

- Liaising with customers and management to complete orders
- Efficient delivery of all orders specific to schedules
- Open up/shut down premises
- Additional duties as required

August-November 2006                      Kitchen Hand:                      Gravity Café, Christchurch

- High volume prep of food dishes and ingredients

2006-present                                      Freelance Design:

- Developing concepts and ideas for furniture and jewellery projects
- Includes drawings, prototypes and 3D models

### General Interests:

- Enjoys creative opportunities - drawing/creating concepts for design, photography and print, as well as writing
- Cooking and food; dining with friends
- Listening to music, live performances, and films.
- Cycling and walking, and hiking.
- Nature flowers, bugs and soft grass underfoot
- Reading - fiction and non fiction, natural sciences & physics

REFEREES:- available on request

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