

# MY RESUME

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## Sample Resume

### Nassim Hashim

10 Jones Place  
Anytown VIC 3209  
Email: nassim@optus.net.au

Phone: (03) 9555 3333  
Mobile: 0415 085 685  
Citizenship/Visa Status: Australian Citizen

### Career Objective

I am looking for employment in the Information Technology field. I enjoy working with people and am committed to the delivery of practical and innovative solutions. I believe my demonstrated ability to 'work hard' will be an asset to your business.

### Transferable Skills

- Customer Service – experience at McDonalds
- Team Work – received team awards at McDonalds
- Initiative – installed computer based inventory system
- Time Management – working part time and achieving high assignment marks
- Planning and Organising – organised team rosters as football vice captain
- Professional approach – complimented in work experience placement
- Technology – knowledge of computer packages i.e. Dreamweaver, Publisher.

### Educational Achievements

#### Tertiary

#### 2007 - Bachelor of Business – Information Systems – Currently Second Year

Central Queensland University – Melbourne Campus

#### Subjects:

- Information Systems Project Management
- Web Design
- Internet Application Technology
- Business Analysis and Communication

#### School

#### 2006 - Year 12

John Paul College – Waverley

#### Subjects:

- I.T. Applications
- Software Development
- General Mathematics
- English

In my final report Mr Judd the principal wrote "Nassim was a hard working student, who was well regarded by his peers and teachers."

## **Work History**

### **2007 – Eagles Technology – South Melbourne**

Two weeks university course placement assisting on web project development, the manager commended 'my professional approach and technical understanding.'

#### **Note:**

Placed ahead of McDonald's Restaurant as Eagles is more relevant experience for the future.

### **2006/7 Vacation – Hashmin Imports**

Successfully installed a computer based inventory system in the family business and taught two staff members how to use it.

### **2005 – Current – Mc Donald's Restaurant – Waverley – Part Time**

Customer service team member. In 2007 the team has received three service excellence awards.

## **Training Courses**

- MYOB Level 1 at Moorabbin TAFE 2007
- Student member Australian Computer Society

## **Special Abilities**

- Experience with the disabled
- Malay language ability

## **Sports Involvements**

- Vice Captain Football 2006
- Tennis

## **Interests**

- Football
- Music – band sound technician
- Socialising with friends

## **References**

Available upon request