

James Rider

14 Mildura Place, South Brisbane, QLD 4101

0405 666 999 • 07 5499 6699 • jrider@gmail.com

OVERVIEW & ACHIEVEMENTS

- Recent graduate in Associate Degree in Geographic Information Systems from The University of Southern Queensland. Currently completing Honours
- Broad experience in sales and customer service
- Longstanding member of the Queensland State Emergency Service
- President of University softball club, presiding over a substantial increase in membership and fundraising
- Coached University softball team to semi-finals in 2003/2004
- Bronze Medallion and Senior First Aid qualified

EMPLOYMENT HISTORY

Since March 2003 **Field Assistant
(Surveying Firm)**

- Organise equipment and peg out site according to surveyor's directions
- Assist surveyor with measurements
- Input collected data into computer
- Prepare activity reports

March 2000 –
December 2002 **Nightfill Worker
(Department Store)**

- Restock shelves
- Organise stock and shelving to make the store presentable
- Stocktaking
- Warehousing duties

August 1999 –
January 2000 **Video Store Clerk
(Name of Business)**

- Serve customers and deal with enquiries
- Organise and stock shelves
- Operate till and handle cash
- Chase up outstanding rentals by calling customers

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TERTIARY EDUCATION

Associate Degree in Geographic Information Systems with Honours

The University of Southern Queensland (currently completing final year)

COMPETENCIES

- Intermediate experience with Word and Excel. Typing speed certificate: 30wpm
- Professional telephone manner
- Data entry, stocktaking, invoicing and cash handling experience
- Excellent organisational and motivational skills with a proven ability to work with and address large groups of people

REFEREES

The following people are happy to speak about my skills and contributions.

Norman Whitely

Surveyor, (Name of Firm)

(07) 8371 000

Sharon Morrow

Night Manager, (Department Store)

(07) 8580 1255

Bill Cameron

Lecturer in Geographic Information Systems, (University)

(07) 5473 9982