

TOTALESSAY AUSTRALIA

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PERSONAL DETAILS

Full Name	Totalessay Australia
Date of Birth	00 / 00 / 1900
Age/Sex	00/ Male
Citizenship	Australian
Current Address	Sydney, Australia

EDUCATION

2004 – 2007	Bachelor of Totalessay Australia Majoring in Totalessay Australia The University of Totalessay Australia
1998 – 2003	Totalessay Australia, Sydney, Australia Higher School Certificate 2000

CAREER OBJECTIVE

- To build a career in a Totalessay firm.
- To apply the discipline knowledge gained from my degree and my skills as an organiser and team player.
- To extend my knowledge and gain valuable experience in real-life situations.
- To bring personal attributes of enthusiasm and willingness to learn into the organisation.

PROFESSIONAL EXPERIENCE

2008 – Present

Current employment

Totalessay Australia Pty Ltd.

I am currently employed at Totalessay Australia, an essay consulting firm as an assistant manager. I have gained significant insight into the development process during my time at Totalessay Australia, further enhancing my skills in developing and managing a project from concept stage to hand over.

I have since been involved in the following projects:

- **Totalessay –**

I was involved in the acquisition and the management.....
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- **Totalessay –**

I am a part of the project management team.....
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- **Totalessay –**

I am also currently part of the project management team of
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2006 - 2007
Work Experience

Totalessay –

During my part time work in Totalessay, I have managed to acquire a diverse range of experience and skills.

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At the completion of the project, I requested to experience a different department within the company and was involved in

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I found development to be of great interest to me and would like to pursue a career in Totalessay, Australia

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I also believe that my degree in Totalessay Australia will give me an advantage as to understanding the entire process of a development.

2007
Thesis Research

Research and compilation of;
“Totalessay” thesis

- Understood the benefits and limitations of sustainable developments.
- Developed and utilised my skills in data organisation and gathering.
- Effectively communicated with team members at all times.
- Learnt to manage time effectively.

2006
Research Project

'Totalessay' Research Project

- Managed a project within the quality, risk and procurement constraints within project management.
- Utilized and further developed my project management skills.
- Worked effectively with the rest of the team members to maximise team performance.

COMPETENCIES

Communication skills

Through my diverse range of experience in dealing with different people in high school, university and work, I have learnt to adapt to communicate effectively in different situations such as
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Leadership qualities

During many university projects I was elected as team leader to maintain the focus of the team and solve problems whenever it
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Organisational Skills

I have developed excellent organisational skills through my studies and other activities. I am proficient in time management and planning in order to work effectively in a demanding schedule.

Team Player

I have learnt the importance of being active and reliable team
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Attention to Detail

From my past experience in developments, I have learnt that
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SKILLS AND ATTRIBUTES

- Excellent leadership qualities.
- Hard-working and self-motivated.
- Willingness to learn and expand my knowledge.
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COMPUTER SKILLS

I am proficient in the use of technology and computers and have computer skills in the areas of word-processing, spreadsheet,

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Some of the programs that I regularly use:

- Operating Systems Windows and Mac OS
- Microsoft Office
- AutoCAD
- Microsoft Project
- Mat Lab
- Solid works
- Adobe Photoshop

AWARDS AND ACHIEVEMENTS

- First Place for Technical Drawing (CAD)
- First Place for Information, Processes and Technology
- Australian Mathematics Competition 2000 and 2001: Credit
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INTEREST

- Sports: Tennis, Soccer and Golf
- Technology and Computing
- Stock trading
- Reading
- Traveling

REFERENCES

References available on request