**Patrick Thai Nien Tran**

Yagoona NSW 2199

0437769890

patricktran90@gmail.com

NSW Class C Car License

Abn: 13 259 008 469

*Currently studying part-time: Bachelor of Business at University of Technology, Sydney.*

*Tuesdays: 6pm-9pm and Wednesdays: 6pm-9pm.*

**Skills and Attributes**

* Data Entry and typing skills: 70wpm
* Fluent in English and Vietnamese
* Good time management skills
* Good organizational skills
* Quick learner and reliable
* Honest, punctual and flexible
* Willing to learn new skills
* Ability to work unsupervised
* Ability to work under pressure
* Able to work individually or as part of a team

**Employment History**

**2014 Whitehaven**

 **Security Guard**

* Providing security for active and in-active heavy construction machinery
* Walking and running long distances with heavy load
* Teamwork in transporting sensitive goods

 **Australia Post**

 **Parcel Sorter**

* Sorting parcels into correct postcodes
* Removing and adding labels
* Operating around heavy forklift environment

**2013 Australian Electoral Commission**

 **Federal election**

* Submitting forms into system
* Cross-checking area codes
* Organising postal vote area codes
* Counting votes
* Organising voting submissions

**2013 Prime Security**

 **Security Guard**

* Checking identification
* Escort within venue
* Communication with patrons
* Prohibiting access to areas
* Prohibiting actions within venue

**2013 Personal Driver**

* Arriving at destination designated times
* Maintain vehicle comfort and safety
* Use of GPS and map
* Waiting at destination
* Picking up and driving client on call

**2012 Brooklyn Hotel**

 **Noodle Crew**

* Sorting and retrieving stock
* Setting up stall on a pathway
* Controlling purchases with cash in hand
* Pouring alcoholic drinks
* Selling non-alcoholic drinks

**2012 Ubisoft**

**Game Ambassador**

* Introducing customers to their brand and product
* Guiding customers of the use of the product
* Engaging with the customer and the product
* Knowledge of the product as a whole

**2009, ‘10, 2011 Australia Post**

**Video Coder/ Data Entry**

* Types in data and codes to process information using computers
* Retrieves, confirms and updates data
* Keeps records of data input
* Maintains logs of messages to and from computers
* Sorts outgoing material and prepares documents for transmission

**2006 Rebel Sport**

**Retail Work Experience**

* Ticketing Stock
* Monitors sales data and stock levels
* Inspects, compares and selects goods
* Compiles budget requirements of departments under control
* Liaises with management on long-term planning and sales promotions
* Anticipates consumer trends and determines quantity, style and quality of goods to be purchased

**Education**

2014 White Card

2013 Defensive Driving course; Levels 1 and 2.

2012 Cert II and III Security Operations 1ACG and 1B

2012 Bachelor of Policing at University of Western Sydney

2011 RSA - Responsible Service of Alcohol

2011 RCG - Responsible Conduct of Gambling

2011 Certificate of Attainment Bar & Cocktails course

2010 Senior First Aid certificate

2008 Higher School Certificate - Birrong Boys High School

2006 TAFE - Course in Literacy Tutoring

2001 Typing Speed Certificate, 70wpm in accordance with Australian Standard 2708/

2001 Volunteer work for the Samaritan Purse Operation Christmas Child’

**Referees**

|  |  |
| --- | --- |
| Andy RigbyRoster Manager, Brooklyn Hotel9247 6744Aislinn O’TooleRecruitment Coordinator, Crossmark+612 9439 1233Cindy, Lorna, KimSupervisor, Australia Post02 8736 5338MeiyunRecruitment co-ordinatior02 8709 9368Mick HeapSupervisor, Whitehaven0437 000 198 |  |