

NAME: Anthony Widdowson

CONTACT: 30 Ngunawal Drive
ISAACS ACT 2607

Tel: (02) 6286 6450
Mob: 0417 640 514

ALTERNATIVE CONTACT: Advance Personnel
Tel: (02) 6285 2466

DEMONSTRATED ABILITIES:

During my employment history I have developed skills in the following areas:

Retail:

- Customer service
- Stocking shelves
- Store displays
- Sorting stock

Administration:

- Ability to accurately perform scanning, editing and coding information
- Accurate data entry
- Ability to use various filing systems
- Working knowledge of photocopying and other office equipment
- Mail sorting and delivery
- Good computer skills including advanced knowledge of Microsoft Office Suite
- Extensive web design and maintenance skills

Personal Attributes:

- Reliable and punctual
- Happy disposition and pleasant manner
- Able to work independently
- Responsible
- Able to take advice
- Quick to learn new skills
- Motivated

EMPLOYMENT HISTORY:

2007

3 month contract

DEPARTMENT OF DEFENCE

Mail Processing Centre

Duties:

- Sorting mail into building sections
- Delivering mail to all areas of Dept of Defence

1991

3 month contract

DEPARTMENT OF IMMIGRATION

LOCAL GOVERNMENT AND ETHNIC AFFAIRS INTERNATIONAL MOVEMENTS SECTION, COMPLIANCE BRANCH

Position: Temporary ASO1

Duties:

- Scanning, Editing and Coding Passenger Cards Collected from travellers, coming to and from Australia

WORK EXPERIENCE:

2008 (2 weeks)

Kmart

Position: Retail Assistant

- Stocking shelves
- Sorting stock

2006 (6 months)

MISSION AUSTRALIA – WFD PROGRAM

Position: Web Design & Maintenance

Duties:

- Creation and maintenance of websites owned by not-for-profit groups in ACT

2005 (1 week)

TARGET

Position: Retail Assistant

Duties:

- Stocking shelves
- Customer Service
- Receiving and hanging new stock

2004

YARRALUMLA NURSERY

Position: Nursery Assistant

Duties:

- Gardening
- Weeding
- Planting

EDUCATION AND TRAINING:

2005

CIT FLEXIBLE LEARNING CENTRE – TUGGERANONG

Web Design Course

Subjects studied:

- Cascading Style sheets
- Page layouts
- Web Searching

1999

CANBERRA INSTITUTE OF TECHNOLOGY, BRUCE CIT SOLUTIONS.

Subjects studied:

- Basic Computer Servicing
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VOLUNTEER ACTIVITIES:

Feb - August 2006

(Work for the dole placement)

Web design and maintenance for:

- Canberra Spinners & Weavers Inc. (www.csw.org.au)
 - Autism ACT (www.autism.anu.edu.au)
 - Mental Health Foundation ACT
(www.mhf.org.au/new_site)
 - Mental Health Events (www.mentalhealthevents.com)
 - Griffin Centre (griffincentre.awardspace.com)
 - Wildlife Carers Group Inc.
(www.wcq.awardspace.com)
 - Victims Of Crime Assistance League
(www.vocal.org.au)
 - Elvis Canberra (www.elviscanberra.awardspace.com)
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