

# RÉSUMÉ

**Name: Tim Booth**

**Address: 425 Macauley St**

**Hay NSW 2711**

**Phone Number: 0404019609**

**Email: tbooth@westnet.com.au**

---

## Employment History:

- |                    |   |
|--------------------|---|
| <b>2007 – 2011</b> | <b>92 Computing, Hay</b><br><b>Duties: IT maintenance, customer service, opening/closing of premises, cash handling, training of employees.</b> |
| <b>2010</b>        | <b>Pizza Hut, Fairy Meadow</b><br><b>Duties: Delivery Driver</b>  |
| <b>2006 – 2008</b> | <b>2 Hay FM, Hay</b><br><b>Duties: Volunteer radio broadcaster</b>  |
| <b>2006</b>        | <b>Hay Local Court</b><br><b>(Work experience)</b><br><b>Duties: Clerical</b>   |

## Employment Related Skills:

- **Communication:** Am confident communicating to varying audiences, with experience in debating, radio broadcasting and customer service.
- **Team work:** Enjoy working in cooperation with others to complete tasks and have acquired such teamwork skills through many sporting endeavours, participation in the peer support program and previous employment.
- **Planning and organising:** Have a high level of organisational skills as a result of participation in Student Representative Council and responsibilities required of me during previous employment.
- **Technology:** I am able to use the following software programs proficiently:
  - Microsoft Word
  - Microsoft Excel
  - Microsoft Access

- Microsoft Powerpoint
- Microsoft Frontpage
- Adobe Photoshop
- Adobe InDesign
- Quickbooks

I am also proficient in using various blogging platforms and other web 2.0 technology.

### **Education and Training:**

- 2009-2011**                    **Bachelor of Communication and Media Studies (Journalism and Digital Communication)**  
University of Wollongong
- 2007-2008**                    **Higher School Certificate** (English Advanced, Mathematics, Business studies, Legal studies, Information Technology and Music)  
Hay War Memorial High School

### **Short courses/Special Achievements:**

- 2010**                            **Responsible Service of Alcohol Program**  
**Responsible Conduct of Gambling Program**
- 2008**                            **McLure Scholarship for male who achieved highest UAI**
- 2006-2007**                    **Peer Support Leader**
- 2006-2007**                    **Various academic excellence awards**

### **Referees:**

Mr Steve Longworth  
Employer  
92 Computing, Hay  
0269931755

Ms Airley Circuit  
Radio Station Supervisor, 2 Hay FM  
0269931205

Written references are available on request.