

MATTHEW LIU

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CAREER OBJECTIVE

I am seeking a role where I can utilise my organisational and interpersonal skills that can benefit the organisation as a whole, and to build on those skills acquired. Further, I wish to challenge myself and pursue goals that are normally outside my comfort zone.

EDUCATION AND TRAINING

2013-2014. **Victorian Certificate of Education (VCE)**
Heathdale Christian College

2012-2013. **Cert. II in Hospitality (Kitchen Operations)**
William Angliss Institute

DEMONSTRATED SKILLS AND ABILITIES

Computer skills

- Competent and adapt user of Microsoft Office suite: Word, Outlook, PowerPoint and Excel
- Average of 60 words per minute (WPM)

Teamwork skills

- Willingness to help out and collaborate with team members demonstrated through academic and work-related activities
- Possess a positive, reliable and hardworking attitude

Communication and Interpersonal Skills

- Capacity to communicate with people of various backgrounds through experiences with group work
- High degree of perception, adaptability, awareness, and ability to maintain composure in any situation

WORK EXPERIENCE

May 2019-cont.

Data entry operator:

Fuji Xerox, Ravenhall

Responsibilities

- Processing large volumes of forms
- Ensuring all data from clients is accurately entered and of highest quality
- Resolving any discrepancies between various processes in final validation process
- Ensuring daily and weekly KPI's and deadlines are met
- Ad hoc admin tasks (eg. Document preparation, scanning, job training)

September 2018-April 2019

Packer

Saizeriya, Melton

Responsibilities

- Responsible for packaging of final goods
- Monitor all packaged goods and record necessary details
- Inspect and ensure the highest quality of finished goods

December 2014-March 2019

Shift supervisor and Crew member (part time): Red Rooster, Hogans Corner-Hoppers Crossing

Responsibilities

- Prepare and cook products in accordance with Food Handling and Hygiene guidelines
- Provide friendly and efficient service
- Supervise team of four to six crew members
- Count register till at end of trading hours
- Deliver and drive food to customers

EXTRA-CURRICULAR ACTIVITY

July 2011-Dec 2019

Volunteer team member for South West Christian Church

South West Kids

Responsibilities

- Setup and pack up for kids church service
- Ensure the safety and wellbeing of kids
- Assist with sign in and sign out, and answer to parents' queries
- Liaise with church staff and volunteers as required

REFEREES

Michael Meleka
Store manager, Red Rooster Hogans Corner
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