

# Matthew Clifford

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Chelsea VIC 3196  
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M: 0402506091

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## **Demonstrated Skills & Abilities**

- Ability to provide high level of customer service
- Ability to work effectively in a team or independently
- Ability to take direction & follow procedures
- Sound computer skills – Microsoft Office, Internet, email
- Ability to prioritize tasks
- Effective organisational & time management skills
- Work well in a busy environment
- Punctual, dependable & prompt in work habits
- Display a positive & enthusiastic attitude at all times

## **Personal Qualities**

- Motivated
- Outgoing
- Quick learner
- Enthusiastic
- Approachable
- Flexible
- Reliable

## **Career Ambitions**

- To gain financial independence
- To gain ample experience in various fields
- To work hard and be respected

## Education

- **June 2010 Agents Representative Certificate**  
Holmesglen Moorabin
- **2009-10 Bachelor of Physical Education**  
Deakin University, Burwood
- **2008 Completed VCE (ENTER: 82.0)**  
St Bedes College, Mentone

## Employment History

- |                       |  |                   |
|-----------------------|--|-------------------|
| <b>2009 – Current</b> | <b>Doyles Bridge Hotel</b><br>Bartender  | <b>Mordialloc</b> |
|                       | <ul style="list-style-type: none"><li>• Working at a fast pace</li><li>• Creating and mixing cocktails</li><li>• Providing customer service for patrons</li></ul>                      |                   |
| <b>2009 – Current</b> | <b>Camp Australia</b><br>Sports Coaching   | <b>Chelsea</b>    |
|                       | <ul style="list-style-type: none"><li>• Organise lesson plans and sessions</li><li>• Supervise groups of children</li><li>• Educate and analyse techniques and strategies</li></ul>    |                   |
| <b>2007 – 2008</b>    | <b>A-Mart All Sports</b><br>Sales  | <b>Frankston</b>  |
|                       | <ul style="list-style-type: none"><li>• Selling to commission and targets</li><li>• Displaying excellent person skills during a sale</li><li>• Exceptional product knowledge</li></ul> |                   |

## Referees

- **Heath Bennet**  
Doyles Bridge Hotel  
Manager  
W: 85871000      M: 0423472994
- **Cassie Sivijs**  
Camp Australia  
Co-ordinator  
0407646260