

Resume

Contact Details :

Name: Ms My Thien Tran
Address: 6/711 Barkly ST West Footscray VIC 3012, Australia
I am Australian Citizenship.

Skype ID : my.tran402
Links to Portfolios:
http://www.behance.net/My_Tran
<http://www.viewbug.com/member/borky>

Phone: (61)0416546233
Email Address: borkytran@yahoo.com

Career Goals

Summary: To develop a career within a team and to achieve company goals.

Employment History:

Recruitment Solutions- client: GWL Ltd

Start Date: 8 February 2016 – current
Position: Casual clothing worker- FoverNew branch
Responsibilities: *Hanging clothes, putting tags on items and re-pack orders
*I am a fast and accurate worker there.

Casual work as Freelance Photographer and Illustrator (Self-employed):

*Taking photos for Party and Function
*Drawing images for kids at home

Stockdale Print Staff

Start Date: 8 October 2012 –November 2015
Position: Casual Bindery Assistant & Graphic Printing
Responsibilities: *Operating machineries :re-pack, packing, folding..
*Working on benches to insert materials into letters or boxes
*Putting images into cups, mugs and other materials
*I was fast and consistent with my work.

AIES (Australian International English School) - Vietnam

Start Date - End Date: 10/4/13-15/6/13
Responsibility: Teaching kids English as a Second Language (fill in teacher)

Australia Post

Start Date: Sep 2007
End Date: August 2012
Position/Title: Postal Delivery Officer
Responsibilities

- *Sorting mails then putting the mails on V-Sort
- *Documenting register mails, express mails & parcels
- *Bundle up the mails for posting.
- *I was one of the fastest and accurate employee there.

Skills Summary:

Non Technical Skills: *communication, *typing (30+wpm), *sale, *people skills
Computer Skills: *MS Excel, MS Office, MS PowerPoint, MS Word, Access,
*Adobe Photoshop, InDesign, Illustrator, After Effects

Interests:

Picnics, walking, movies, tennis, reading and gardening.

Education/Qualifications:

Institution: Victoria University College Of Arts Melbourne
Qualification: Diploma In Graphic Design -09/2014
Currently BA of Interactive Media at V.U

Institution: Teach International Australia-Melbourne
Qualification: Certificate in TESOL (120 hours) -01/2013

Referees:

Mr Brett Crapper
Manager at Stockdale Print Staff
Tel: 0419000017

Mrs Thao Huynh
Business Owner: Trentons Accounting Sunshine
Tel: 0403900122
Email (prefer): thanh.thao_tran@yahoo.com