

Paul Bowman

MINTO NSW 2566

Mobile: 0407 159 294

Email: pbowman5@bigpond.com

Personal Attributes

- Strong work ethic and dedication
- Keen problem solving skills
- Exceptional IT knowledge
- Exceptional data entry ability
- Excellent knowledge of complete technology administration and computer systems

Employment History

Computer Technician - Camden Computers

6 months

Main Responsibilities:

- Troubleshooting
- Repairs and Maintenance
- Sales and Service
- Hardware and Software repairs
- Deal with escalated technical issues
- Build simple computers
- Upgrade computer

Table Hand - Disability Service Australia

7 years

Main Responsibilities:

- Packing and counting screws for B 'n' D Roller Doors
- Operating pressing machine
- Fixing the press machine when required

Table Hand – Conception to Completion

1 year

Main Responsibilities:

- Replace old video covers
- Replace old bar codes with new bar codes for Australian market

Data Entry Operator – Ability Computer Services

6 months

Main Responsibilities:

- Replace old video covers
- Creating database for magazines and equipment
- Answering phones if needed
- Banking duties
- Responsible for posting all office correspondence

Data Entry Operator – MacArthur Disability Service

6 months

Main Responsibilities:

- Replace old video covers
- Created the 1st Database (MADAD)
- Answering phones when needed
- Banking duties
- Responsible for posting all office correspondence

Education & Qualifications

2015 – Current	Degree in Information Technology, University of Canberra
2014	Advanced Diploma of Computer Systems Technology, Liverpool TAFE
2014	Advanced Diploma of Information Technology, Liverpool TAFE
2014	Advanced Diploma of Network Security, Liverpool TAFE
2014	Advanced Diploma of Information Technology – Project Management, Liverpool TAFE
2012	Diploma of Information Technology Networking, Macquarie Fields TAFE
2012	Diploma of Information Technology – Project Management, Liverpool TAFE
2011	Diploma of Information Technology – Systems Administration, Liverpool TAFE
2009	Certificate IV in Information Technology Networking, Macquarie Fields TAFE
2007	Certificate III in Information Technology Network Administration, Macquarie Fields TAFE
2007	IT Essentials I – PC Hardware and Software, Macquarie Fields TAFE
1999	Certificate in Bookkeeping and Financial Skills, Macquarie Fields TAFE
1995	Certificate III in Information Technology, Macquarie Fields TAFE

Referees

Julia Wren

Advocate and Support Worker - Intellectual Disability Rights Services - 02 9318 0144

Peita Tsepetzia

Personal Trainer - Burn Rubber Burn - 0431 781 119