

RESUME

NAME : Daryl Hunt

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I have recently created a Website as an Online Portfolio of my Information Technology skills you can view the site at <http://www.darylhunt.net>

CAREER OBJECTIVE

To gain full time employment in my local area that will allow me to further my current skills in IT and administration to the advantage of my employer. I have over 20 years experience in IT, which shows my ability to develop current skills and learn new ones. Throughout my employment history, I have ensured to keep up to date with industry developments.

PREVIOUS EMPLOYMENT

2007 – 2010

MACE

From December 2007 until August 2010 I worked at MACE now the Mansfield Community Education Centre as a part time Administrative Assistant. My duties included.

- Reception Duties.
- Centrelink Agency Administration.
- Managing Mansfield.vic.au Website.
- Information Technology Office Tech Support
- Accredited Training Delivery.
- Tech Support for MACE Public Access Computers.
- Assist with Course Enrolment Administration.
- Other duties as required by the CEO.

2007

Café Connect

I worked at Café Connect running the e-café during the morning and early afternoons for 14 weeks. My duties included.

- Assist with Customers Accessing the Internet
- Managing Sales of Confectioneries
- IT Tech Support

PREVIOUS EMPLOYMENT continued

2002-2007

Mansfield Adult Continuing Education

I have worked for M.A.C.E on a casual basis **Tutoring in Internet & Email for Beginners**. Also I have been involved in the “**My Connected Community**” project and the **Learnscope and Re-framing the Future 2003 - 2006 Projects**. I have also worked in the administration area, including **Centrelink Agency** duties

Ellen Hogan & Associates

I have worked for Ellen Hogan & Associates on a casual basis. Installing a new Computer and other hardware Items and doing Internet Research for Town Planning Cases.

I have also worked on a casual basis tutoring and assisting clients in Information Technology.

2000-2001

Ultratechnics Computer Specialists

I joined Ultratechnics as a Computer and Retail Sales Trainee for 12months.

- Computer Sales & Preparation of Quotes
- Retail Sales (Dick Smith)
- Installation of New Computer Systems
- Ordering Stock

1996 – 1998

Mid Goulburn (Now GV Water)

I joined Mid Goulburn Water in January 1996 my duties included

- Managing the Mansfield Branch Office
- Cashier & Customer Service Duties
- Updating & Creating Rate Assessment Records
- Meter Reading.
- Preparing Information Certificates
- Reporting Water & Sewerage Faults.

1981 – 1995

Shire of Mansfield /Delatite

My duties with Council included

- Cashier & Customer Service Duties
- Assisting Rate Collector
- Preparation of Land Information & Planning Certificates
- Managing the Council Information Technology Network
- Preparing and Managing the Information Technology Budget

EDUCATION & TRAINING

2008	Certificate IV in Training & Assessment (TAA40104)
2007	Statement of Attainment, BSBEBUS513A, 514A & 515A in e-learning
2006	Certificate IV in Information Technology (ICA41001)
2006	Certificate IV in Information Technology (ICA41 101)
2003	Certificate IV in Assessment & Workplace Training (BSZ40198)
2002	Certificate IV in Information Technology (21103 VIC)
2000	Certificate III in Information Technology (2309AAC)
1998	Certificate II in Information Technology (2209ABC)

I have also completed other short courses in Customer Service. All the Certificate courses are nationally accredited.

HOBBIES

My main hobby and interest is in Amateur Theatre. I have been President of our local Theatre Company on four occasions, and am currently a member of the Performing Arts Centre Committee. I am also a member of a local singing group called "The Cappella Singers". I am a former member of the Mansfield Apex Club where I served in a number of positions including Secretary. I have also been involved in a range of sporting activities such as Golf, Tennis and Indoor Cricket.

REFEREES

Mr. Peter Adams	Former Rate Collector, Shire of Mansfield. Telephone (03) 5775 2482.
Mr. Rick Hager	Officer in Charge Customer Service Goulburn Valley Water Seymour office. Telephone (03) 5799 1200
Ellen Hogan	Ellen Hogan & Associates Land Development Services Mansfield Telephone (03) 5775 1396
Mr. Peter Quinn	Director of Corporate Services Goulburn Valley Water. Telephone (03) 58320400