

7 Fama Court
Flagstaff Hill
SA 5159

Phone 8370 5436 0414 679 575
E-mail
adam@cmecomputers.com
D.O.B. 05/06/84

Adam Reeve

- Objective To obtain a part-time position at Harvey Norman
- Professional experience
- 2001-2005 C ME Computer and Software Consultants Flagstaff Hill, SA
Director
- Built a clientele of approximately 200 customers
 - Maintaining high quality service and customer relations
 - Maintaining systems for small businesses
 - Providing a wide range of computer services, including upgrades, repairs and troubleshooting
- 2003 Ashbrook Ovens Christies Beach, SA
Shop Assistant
- Providing strong customer service
 - Maintaining cleanliness in accordance with Occupational Health and Safety regulations
 - Presentation and rotation of stock
 - Managing tills and petty cash
- 2002-2003 Pioneer CBD, SA
Sales Representative
- Demonstrating the latest technology, including Plasma Screens and DVD Recorders
 - Providing in-store and home demonstrations and set-up
 - Marketing and product display
- 1998-2002 Bakers Pantry Flagstaff Hill, SA
Baker/Shop Assistant
- Preparation of large orders
 - Maintaining a high standard of customer service
 - Training in sales and team work
 - Money handling, including tills and invoices
 - Training and supervising new staff members
 - Managing orders and customer complaints
- 1999 South Australian Tourism Commission CBD, SA
Work Experience – IT Department
- Locating problems and troubleshooting
 - Installation of computers

- Education
- 2003 Hamilton Secondary College Marion, SA
Cisco Certified Network Administrator Course
 - Received certifications as a Network Administrator

 - 2003 AMD Conference CBD, SA
AMD
 - Gold certificate in Reseller Certification Program

 - 2003 Hamilton Secondary College Marion, SA
Aries A+ Computing Course
 - Achieved 'Aries A+ Certified Computer Technician' qualification
 - Installation and troubleshooting
 - Hardware, software and networking

 - 2000-2001 Aberfoyle Park High School Aberfoyle Park, SA
 - Successfully completed Years 11 and 12
 - Completed Year 12 Studies in IT

 - 1997-1999 Prince Alfred College Kent Town, SA
 - Completed Years 8-10

Awards received 1997 Received a scholarship to Prince Alfred College

Interests and activities I've always been interested in computers, and this has driven my need to learn as much as possible about them. As a result, my computers have been my test beds for many modifications including watercooling and overclocking.

References

Michael Daly
Director
Bayside Brokers
Glenelg, SA 5045
Ph. 8294 2444

Gary Underwood
Manager
Ashbrook Ovens
Christies Beach, SA 5165
Ph. 8384 6058

Darren and Sharon Sutton

Managers

Kytos Bakery (previous managers of Flagstaff Hill Bakers Pantry)

Edwardstown, SA 5039

Ph. 8177 0156

Tues-Fri 9am-4pm