

Resume of
DAVID PARKER

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- *I am a proactive, outgoing individual, born and raised in Bundaberg, Australia.*
- *I have a strong work ethic with a positive, can-do attitude; enjoying working with others.*
- *In customer-facing roles, I understand the importance of providing a positive and welcoming impression of the Company. I bring decades of experience in customer-facing roles.*
- *I possess excellent written, verbal, and non-verbal communication skills.*
- *As a proficient touch typist, I am highly competent using the Microsoft Office Suite.*
- *My data entry experience includes; various CMS including executive calendars, appointments, vehicle logs; and maintaining both electronic and physical filing systems.*
- *I am fully vaccinated against COVID-19, including four booster shots, as well as the most recent flu vaccination.*

Certificates & Licenses

● Open Driver's License for manual cars	2021 Suzuki Swift
● Current Criminal History/Police Check	2024
● Current Blue Card (Children)	Exp: Aug 2027
● Current Yellow Card (Vulnerable people)	Exp: Aug 2027
● Current First Aid and CPR Certificate	2024
● Diploma in Community Services	2023
● Cert IV Mental Health	2022
● Cert IV Mental Health Peer Work	2021
● Cert IV Training and Assessment	2009
● Cert III in Hospitality	2017
● Cert III Community Service Work (Admin)	2007

Work History

Worked in Community Service sector	Aug 2005 – Apr 2024
Administration Officer	Dec 2005 - Mar 2009
Website and Database Development	Oct 1998 - Current

Referees

Michael Burge AM OAM

Board of Directors at World Federation for Mental Health (WFMH) 2017-2019

Vice President Oceania Region

<https://au.linkedin.com/in/michael-burge-am-oam-6b00b534>

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Hobbies and Interests

- I am a trained Barista and a great cook; enjoying regular, relaxed meals with friends
- I am a professional actor, appearing in multiple films, TV shows and commercials listed at davidgrahamparker.com
- I enjoy gardening; growing cucumbers, beans, and watermelons
- I have written nine eBooks on technology and social support and a person memoir sold on my website davidparkerwebdesign.com