Resume of
DAVID PARKER
Mobile: 0414 984 186 | E: david@davidparkerwebdesign.com

- *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