

Andy Lin

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D.O.B: 02/01/2000

Objective

To complete all tasks and challenges set before me to the best of my ability, and to perform beyond the expectations of my employer.

I am confident, hardworking, dedicated and a determined individual, who is always prepared to go the extra mile. I always take the initiative to learn and have showed no hesitation when required to take feedback and improve.

Education

University of Technology Sydney

2018 – 2022

Graduated Bachelor of Design in Animation

Killara High School

2012 – 2017

Subjects:

- English
- Mathematics
- Biology
- Visual Arts
- Industrial Technologies: Multimedia

Work Experience

❖ *McDonalds – Customer Service/Hospitality:*

July, 2015 – August, 2016 (11 months)

- *Managing items from the stock room*
- *Hospitality*
- *Servicing Customers*

❖ **Nando's – Front of House/Back of House (Multi-skilled):**

November 2017- October 2019 (1 year 11 months, nearly 2 years)

- **Customer service**
- **Answering phone calls**
- **Promoting and marketing products**

❖ **UNIQLO - Casual Sales Assistant**

November 11th 2019 – February 2nd 2020 (3 months)

- **Customer service**
- **Managing and handling expensive clothing**
- **Tidying**
- **Utilisation of communication devices to prevent theft of items**

❖ ***MSA National – Mortgage Support Officer***

❖ ***November 4th 2019 – 20th March 2020 (4 months)***

- **Providing support to paralegals and working alongside Document Preparation teams**
- **Discharges**
- **Document Preparation, Verification and Collation**
- **Cross-team Collaboration and support between paralegals**
- **Data Entry**
- **System Administration**
- **Client Support Services**
- **Workflow Optimisation**
- **Maintaining Matter To Do List and updating system notes with all communications or actions carried out on each file**

Referees

- **Natalie Hayward (MSA National/ Document Preparation - Team Leader):**
0478 557 410
02 8719 4000 (MSA National Reception Number – please ask for Natalie Hayward)
- **Rajesh Dahal (Nando's Assistant Store Manager/Supervisor): 0449 075 155**
- **Kashif Hussain (Nando's Restaurant manager): Phone Number 0430 273 726**

Skills

- **2D Animation (Toon Boom Harmony, Adobe Premiere Pro + After Effects)**
- **Willingness to accept challenges placed upon myself by always taking the initiative**
- **Ability to work both autonomously and in a team environment**
- **Exceptional time management skills (able to manage priorities such as uni, social life, responsibilities and work at the same time)**
- **Excellent interpersonal skills**
- **Able to easily adapt to change**
- **Good English speaking skills**
- **Self-motivated and willing to take feedback and improve**
- **Great team player**
- **Highly skilled in socialising and communicating with customers**
- **Charismatic and passionate**
- **Confident in my skills and ability but not afraid to learn new things**
- **A great attitude towards listening and applying newly acquired skills**

Points of Interest

- **Former President and Executive of a university society/club known as Drawing Circle at UTS for 2 years. As an Events Coordinator I was responsible for execution and logistics of social events by communicating with members to make them feel welcome and part of a community whilst also ensuring things run smoothly.**
- **I also promoted products and merchandise within the society for members who showed interest in buying. As President, I managed my executive team as team leader and guided them through their roles such as execution and administration with the society.**