

Jonathan Chan *Curriculum Vitae*

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Education:

(1998 - 2002) Christchurch Boys' High School, Christchurch, New Zealand.

(2003 - 2006) University of Canterbury, Christchurch, New Zealand.

- Bachelor of Fine Arts, Photography Major.

Previous Employment:

(March 2008 - September 2010) Harcourts International Ltd.

- Technology Support, Website Design & Support.

(March 2008 - July 2008) Harcourts Grenadier, Beckenham Office.

- Sales Assistant.

(Feb 2008 - June 2008) Kaiapoi Aquatic Centre.

- Lifesaver, Front Desk Reception, Bookings.

(Feb 2007 - Dec 2007) Harcourts Holmwood, Ilam Office.

- Sales Consultant, Sales Assistant, Personal Assistant.

(April 2001 - July 2006) Pernod Ricard (Formerly Allied Domecq).

- Artist, sign writer and display installation. Merchandising, stock care.

Skills:

- Customer Care, Call Centre / Help Desk Support.
- Problem Solving, Diplomacy, Time Management, Communication, Patience, Listening skills.
- Proof Reading, Public content creation, Working in a team environment.
- Project Management, from initial inspiration, to direction, project brief, testing and release.
- Money handling, accounting, file management, account management.
- Professional Photographer, experience with Digital & Film Cameras, Photo Processing.
- XHTML, CSS, W3 Standards, Basic Javascript.
- Adobe Creative Suite - Photoshop, Dreamweaver, Fireworks, Bridge.
- Microsoft Office - Outlook, Word, Powerpoint, Publisher, Excel.
- Microsoft Windows 7 (+ previous), Apple OS, The Internet, Email.

Interests:

- Toastmasters International - Public Speaking and Leadership Program, Completed the Competent Communicator & Competent Leadership Programmes & Manuals.
- Sports: Snowboarding, Fencing - Has represented New Zealand at the Commonwealth Fencing Champs, 2002. Represented New Zealand in Spain 2002, In Bulgaria at the World Junior Championships 2003. Currently coaching students of all levels.

- Technology, electronics, computers, gaming.
- International Travel (Australia, Spain, Bulgaria), learning about new cultures.
- Currently learning German - self teaching.

References:

Jason Wills - Chief Technology Officer, Harcourts International Ltd.

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Tara Painter - Business Operations Manager, Harcourts Group Australia.

m: +61 423 558 891 e: tara.painter@harcourts.com.au

Diana Sanders - Chief Photographer & Director, Diana Sanders Photography

m: +64 21 466 925 e: info@dianasanders.co.nz

Misc:

Date of Birth: 13 August 1984

Non-Smoker

Full NZ Drivers Licence, International Drivers Licence

No Criminal Convictions.