



# Thomas Gee

0404 627 816

thomasrobertgee@gmail.com

103 Mills Street, Altona North VIC 3025

DOB: 16/02/1995

## Experience

### **RETAIL ASSISTANT - ED HARRY MENSWEAR – 2015 - PRESENT**

Constant customer reaction/relationship building, cash register operator, cleaning and maintaining store. High focus on customer service.

### **ADMINISTRATION ASSISTANT - ITG PARTNERS CHARTERED ACCOUNTANTS – 2014 - 2016**

Assisting in the preparation of tax returns and financial reports for individuals, partnerships, companies, trusts and superannuation funds. Answering phones. Scanning and filing documents. Information re-searching, data collection, entry and analysis, payroll assistant, bookkeeping assistant, administration assistant.

## Leadership Roles

### **SMITH HOUSE CO-CAPTAIN - BALLARAT GRAMMAR - 2013**

Leader of hundreds of male students of Smith House. Public speaking, organisation & host of house events, competitions and other activities, the bridge between students and teachers. Interaction with the parents of younger students, providing insight on their child's possible future with the school.

## Education

### **CODER FACTORY ACADEMY - SEPT 2016 (CURRENT)**

Diploma of Software Development ICT50715 - 6 months duration (expected finish March 2017)

### **ROYAL MELBOURNE INSTITUTE OF TECHNOLOGY (RMIT) - 2015**

Bachelor of Business/Economics (Finance) - Year 2, Semester 1 completed. Semester 2 deferred. (2015)

### **UNIVERSITY OF THE SUNSHINE COAST - 2014**

Bachelor of Business/Bachelor of Commerce (Accounting) - Year 1 completed (2014)

### **BALLARAT & QUEENS ANGLICAN GRAMMAR SCHOOL**

Completion of VCE (2013)

## Qualifications & Skills

- Data entry & analysis
- Beginner Ruby, HTML, CSS
- Process financial transactions
- Experienced with social media
- Highly experienced in customer service
- General bookkeeping skills

## Attributes & Qualities

Problem solver, communication skills, hard-working, focused, motivated, friendly, helpful, patient, honest and direct.

## References

Colin Lucas - **Director** - ITG Partners Chartered Accountants  
0402 358 198

Petrina - **Manager** - Ed Harry Menswear Sunshine  
0400 273 990