

Mathew Chapman

Mature-age 1st year Electrical Apprentice

Career Summary

Advanced Living (Home Automation Specialists)	Aug 2008 – Mar 2009	Apprentice Electrician
Customer service Industry	Oct 2000 – July 2009	Various Roles; Team Leader, Sales, Customer Service.
Hospitality Industry	Jan 1994 – Oct 2000	Chef

Career Highlights

- Worked with home automation specialists on **high-end homes, client-facing**, from **roughing in to fit off**.
- Installed smoke alarms, exhaust fans, GPO's, garden lighting, data & AV terminals and installed & tested c-bus circuits.
- Gained **distinction marks in DC Theory exam**. (Currently enrolled at North Sydney Tafe)

Career in Detail

Advanced Living Apprentice Electrician Aug 2008 - Mar 2009

Company Outline: Home Automation specialists. Full installation of electrical, AV, security & c-bus for high-end automation residential market.

Reported to Operation Manager

Responsibilities

- Assisted in the installation of Lighting control, Floor heating, Audio & video equipment, Alarm systems & associated equipment.
- Assisted in running daily operations activities onsite. Included maintaining relationships with architects, builders, and electricians, other trades people, suppliers & customers.
- Performed occasional administrative tasks and collection of supplies.
- Answered incoming phone calls and pro-actively dealt with enquiries wherever possible.

Achievements

- Worked independently
- Demonstrated an eye for detail
- Delivered a high quality professional service to clients at all times.

Awards

- Nominated for 'Soul of Dell' Award - November 2007
- Engin Employee of the month - April 2005
- Mobile Innovations Certificate of Merit - February 2002
- Bank Restaurant, London - Employee of the month - June 1999

Courses

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|-----------------------------|---|
| • Team Leadership | Certificate of Attendance New Horizons – 2004 |
| • Business Marketing | Certificate IV AMSTAR – 2004 |
| • Network Fundamentals (IT) | Certificate of Attendance New Horizons – 2004 |
| • Telecommunications | Certificate III ASCM – 2001 |

Education

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| • Basic Cookery 75/2 | Practical Education Training Centre (NZ)– 1996 |
| • Certificate in Service Skills for the Catering and Tourist Industry | Wanganui Polytechnic (NZ) – 1994 |
| • University Entrance Certificate | Awatapu College (NZ) - 1992 |

Other Interests

- Meeting new people
- Church
- Surfing, mountain biking, gym.
- Reading
- Cooking
- Photography

References

References available upon request.