

Jason Stacy

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EMPLOYMENT HISTORY

- Oct 2018 - Feb 2019 **Administrative Support Officer (Disability Advocacy Resource Unit (DARU))**
- Maintaining the DARU website
 - Answering phones and emails
 - Referring customers to advocacy organisations
 - Organising events
 - Creating a weekly e-newsletter
 - Generating content and maintaining social media accounts
 - General office administration
- Sep 2017 - Oct 2018 **Administration Officer (Brunel Chauffeur Drive)**
- Making and receiving customer calls
 - Data entry
 - Reservation booking and accuracy crosschecking
 - General office administration
- 1995 - Current **Freelance Video and Photography (Self Employed)**
- Educational video production for Disability Advocacy Resource Unit and Able Australia.
 - Portraiture, wedding, corporate and real estate photography.
 - Development and delivery of beginners and advanced digital SLR photography courses.
 - Use of a wide range of video and photographic editing software including Photoshop, Lightroom and Premier.
- Jun 2015 - Current **Trainer (Photo Direct)**
- Development and delivery of training to Kmart staff in the creation of Photo Centre products including canvases and mounted photo blocks.
 - Independently liaising with Kmart and Photo Direct staff to develop training schedules.
 - Providing feedback and training reports.
 - Troubleshooting and problem solving.
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- May 2012 – Nov 2014 **Trainer (Crossmark)**
- Development and delivery of training in the use and maintenance of Photo Centre equipment and the creation of Photo Centre products including photo books, calendars, enlargements, canvases and photographic prints.
 - Development and delivery of training in the use and retail sales of Fetch TV Personal Video Recorders.
 - Liaising with Kmart, Harvey Norman, Ted's Cameras and other retailers to develop training schedules.
 - Providing feedback and training reports.
 - Troubleshooting and problem solving.

- 2007 – 2011 **Trainer/Customer Service- (inet/NetSpace)**
- Development and Delivery of Training to staff in relation to Customer Service, Technical Support and Provisioning of ADSL and telephone services.
 - Induction of new staff.
 - Coaching team members in customer service and provisioning telecommunication services.
 - Responding to customer service phone calls.
 - Responding to customer service emails.

- Sep 2000 – Dec 06 **Freelance Camera Assistant (Various Film and TV Productions)**
- Filming, Focus Pulling and Clapper/Loading.

EDUCATION & TRAINING

- 2020 Diploma Information Technology (underway), Coder Academy Melbourne
- 2012 Certificate IV Training and Assessment, Southern Cross Training, Victoria
- 1992 – 1995 Diploma of Applied Science (Photography) and Minor in Cinematography, Mt Lawley TAFE, Western Australia

INTERESTS & HOBBIES

Teaching Photography, Music (drums), Computers

REFEREES

Available upon request
