**Mobile**: 0405 065 360

**Email**: filip.miskovski@hotmail.com

**Website**: www.filip.miskovski.com

(Contains previous projects and designs)

**FILIP** MISKOVSKI

**PERSONAL STATEMENT**

I am a very outgoing people person who maintains vigorous attention to detail in all endeavors. I strive to uphold a strong work ethic whilst also managing an effective working relationship in numerous extra-curricular activities and the general public.

**EMPLOYMENT HISTORY**

**Dundas Area Neighborhood Center**

**IT Manager (2013)**

* Organization of budget savings in relation to software, hardware and services acquirement
* Implemented a backup and roll out of new computers and equipment across all offices
* Re-Networked newly established computers to improve communications and work efficiency
* Managed four employees with use of software, hardware, and online services
* Design tasks for local events and activities such as book cover design and flier/poster art design

**University of Western Sydney – International Project**

**Project Manager (2012)**

* Managed a team of five students with skills in design, development, reporting, and communications
* Developed a Geographical Access website and Virtual World environment which is used to teach history students at the New University of Bulgaria
* Developed a strategy to achieve a cost free implementation and minimal maintenance system
* Maintained milestone reports, meeting agendas/minutes, and fortnightly supervisor/client meetings

**Sash Painting**

**Painter/Handyman (2010 – 2013)**

* Aid in the running of my family’s business which specializes in painting and general domestic repairs
* Maintained daily cost controlling of materials and services rendered
* Developed simple website to display before/after works and contact information for quotations
* Providing of detailed quotations to clients all over Sydney

**University of Western Sydney – Health and Technology Study**

**Research Assistant (Mid 2012 – Late 2012)**

* My role was to evaluate and record information on mobile/online applications based on a set of criteria that outlined features and health options available in each application
* Created a Visual Basic enabled form in Microsoft Excel to make the recording process fast and efficient
* Produced documentation and summarizations on scholarly research papers that relate to health and mobile applications

**Go-Lo Discount Variety Store**

**Sales Assistant/Stock Management (Mid 2008 – Late 2009)**

* Directly managed and organized a small team of stock employees whilst working on the store floor
* Provided support to customers and other team members when needed

**Video Ezy Rental Store**

**Sales Assistant/General Hand (Mid 2006 – Late 2006)**

* Acted as point of sale operator to customers and answered all queries as necessary
* Organized the re-shelving of all returned movies and shows

**HOBBIES AND INTERESTS**

I am involved in many social groups and activities which include; drumming, archery, firearms target shooting, soccer goalkeeping for 2 competitive teams, traditional Balkan folk dancing in a multicultural group, computer gaming, and the development and design of hobby websites. I also volunteer at the Dundas Area Neighborhood Center.

**TECHNICAL SKILLS**

Web Design; PHP, HTML, CSS, XML, MySQL, JavaScript, WCAG, and UI Design

C++, Visual Basic, Photoshop, Database Design and Development, Systems Analysis and Design, Networking, Macro Programming (Microsoft Office), Professional Communications, Systems Implementation and Management

**EDUCATION**

**University of Western Sydney (2010-2013)**

Bachelor Information and Communications Technology (2 years)

Bachelor of Computing (1.5 years) – Web Development and Design Major

**TAFE – St George Institute (2006 – 2009)**

Certificate II – Information Technology

Certificate III – Information Technology (Support Services)

Certificate IV – Information Technology (Support and Help Desk Services)

**REFERENCES**

**Patrick Louis Soosay**
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**Saso Miskovski**

*Owner of Sash Painting/Supervisor*

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