

SHAUN MEILAK'S RESUME

PERSONAL INFORMATION:

Name: Shaun Meilak
Address: Islands' View
Telegraph Street
Nadur, Gozo, Malta
D.O.B: 25th December 1983
Birth Place: Melbourne, Australia
Home: 21562273
Mobile: 99001735
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CAREER OBJECTIVES:

Working in a computer related position in which I would be able to use my skills and that I would be also able to advance my knowledge through experience.

EDUCATION & QUALIFICATIONS:

Education

2002-2003
Technical Institute
Information Technology Advanced Diploma

2000-2002
Sir Mikelang Refalo Higher Secondary School
Information Technology Certificate & Diploma

Qualifications

May 2001

- Computer Studies - Grade 5
- Maltese - Grade 5
- English - Grade 4

May 2000

- Mathematics - Grade 4
- Physics - Grade 5
- Art - Grade 4
- Religious Studies - Grade 5

Typing

TAFE Western Sydney Institute (Nirimba College)
Typing Test – Distinction (74wpm & 99.7% accuracy)

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Other Certificates:

- City & Guilds London Institute - Applied Information Technology Certificate
- City & Guilds London Institute - Applied Information Technology Diploma
- City & Guilds London Institute - Applied Information Technology Advanced Diploma
- Dreamweaver MX Beginners to Advanced Certificate
- Introduction to PHP Certificate
- ECDL (European Computer Driving License) Certificate
- TAFE (Richmond, NSW) Certificate IV In Information Technology(Website Design)

EMPLOYMENT HISTORY:

1/6/2006 – 19/6/2008

SDS Pathology

Data Entry Operator

Responsibilities/Achievements:

- My responsibilities included entering patients information, such as name, address, clinical history and the type of tests the patient requested.
- Other responsibilities included answering phones and patient queries. Also assisting people with computer troubleshooting whenever needed.

1/7/2005 - 30/11/2005

Action 3 Youth Initiatives Project (European Commission)

Web Designer / Group Leader

Responsibilities/Achievements:

- I was the leader of a group of 5 youths (18-25 yrs) with the task of creating a web portal (www.VallettaSocialPortal.com) that would contain information on a number of organizations, and promote them to the community, as well as a section dedicated to a number of places of interest
- My responsibilities included designing parts of the web portal
- Guiding the team
- Taking care that deadlines are adhered to
- Administrative tasks like keeping track of the finances
- During the project we were also guided by 2 coaches, I was the middleman between the group of youths and coaches.

1/4/2002 - 30/9/2004

Department of Agriculture

IT Support (IT Apprenticeship)

Responsibilities/Achievements:

- I gained a great knowledge how to set up and handle networks and printers.
- I was appointed at this post as part fulfilment for the Applied Information Technology Advanced Diploma (of the City & Guilds London Institute). Since it was my first job I did all my effort to comprehend the difference between studying and working

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- I managed to integrate very well with my colleagues and during the two-year period that I worked in this department I had an important role in the creation of a new computerised land registry system that this department eventually launched for a better service to its clients
- This job served me as a channel to put into practice the technological theory that I have learnt before
- It also encouraged me to take new technological initiatives that eventually led to innovations within the system
- It helped me as well to broaden my technological knowledge and gave me the way to be more creative in what I consider as my ultimate career objective i.e. to learn more programming languages
- I was constrained to leave this job after my definite apprenticeship contract with the government expired.

SKILL SUMMARY:

Supervisory Skills:

I was the team leader of a youth project in charge of 4 others, insuring deadlines were met.

Computer Skills:

- PC Troubleshooting Skills (Advanced)
- Microsoft Office 2007 (Advanced)
- Adobe Creative Suite 3 Web (Advanced)
- Adobe Photoshop (Intermediate)
- PHP Language (Intermediate)
- PHP Scripts Installation (Advanced)

Languages:

- English (Advanced)
- Maltese (Advanced)
- Italian (Intermediate)

INTERESTS:

- Listening to music
- Watching movies
- Browsing the internet
- Designing websites
- Going out & socialising

REFEREES:

Theresa Fokas (Work +61 9941 6529) (Mobile +61 430 031 361)

Greg Bownds (Mobile: +61 410 691 377)