

Mark Anthony Singca
Sydney, Australia
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Dear Hiring Manager,

I am writing to you to express my interest and utmost enthusiasm in applying for available work opportunities. I am a Bachelor's graduate at *SAE Institute Sydney*. My current role in the workplace is with *Datacom Connect* as a Customer Service Representative.

I have worked in the professional fields of both the retail and creative media industries. Experiencing both has allowed me to exceed my skills of dedication, diligence and work ethic. My responsibilities has enabled me to become a valued individual to the company and be given the ability to train new recruits.

I believe my skills will be of value to your company especially to customer based services. To briefly list, my skills lie within my well organised manner of being able to set priorities immediately, a quick learner that has a positive attitude and having good communication skills.

Please give me a call or email, with the details above, to schedule an interview at your convenience. I humbly appreciate your time and consideration and look forward to hearing from you.

Kind Regards,

Mark Anthony Singca

Mark Singca

Email: m.singca@hotmail.com

Portfolio: <https://msingca5.wixsite.com/home>

Mobile No.: 0497 261 276

Address: Unit 9/5, Morton Street Wollstonecraft, NSW 2065

Career Objective

I am a diligent and dedicated individual that is seeking to apply my current skills to the workplace whilst learning and acquiring new ones. My objective is to utilize those skills to provide customers with satisfactory experiences.

Core Skills and Qualities

- Well organised - Having the ability to set priorities
 - Quick learner with a friendly and positive attitude
 - Determined and hardworking - Able to complete tasks/jobs when received
 - Good communication skills whilst also being able to cope well under pressure
 - Effectively dealing with feedback and applying it to the tasks/performances
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- Photoshop ♦♦♦♦◇ GIMP ♦♦♦♦◇ MS Paint ♦♦♦♦◇
Paint.NET ♦♦♦♦◇
 - Unity ♦♦♦♦◇ Unreal Engine 4 ♦♦♦♦◇ Visual Studios C#) ♦♦♦♦◇
 - GitHub ♦♦♦♦◇

Hobbies and Interests

- Game Production/Programming
- Graphical Production/Design
- Exploration
- Fitness

Education

- **SAE Institute Sydney**
 - Bachelor of Games Development (Completed 2016 - 2018)
- **Marist College North Shore**
 - Higher School Certificate (Completed 2010 - 2015)
- **North Sydney Demonstration School**
 - School Certificate (Completed 2003 - 2009)

Work Experience

Datacom Connect

March 2019 - Present

- Having an innate ability to assist clients calling with their needs and queries
- Being able to effectively understand client problems and providing them solutions
- Working within a team environment by supporting team members
- Having the ability to work in a high-volume, under-pressure environment
- Effectively being time-efficient

Coles Supermarket

May 2016 - March 2019

- Having an innate ability to assist clients coming through the shop with their shopping needs
- Being able to effectively understand client problems and providing them solutions
- Working within a team environment by supporting team members
- Having the ability to work in a high-volume, under-pressure environment
- Effectively handled goods, stocks and money
- Effectively being time-efficient

Playblast Interactive (Internship)

July - August 2018

- Was able to ensure that all decisions and results were updated to team leader
- Being able to effectively understand the clients brief and delivering products that meets those requirements/standards
- Working within a team environment by supporting team members and contributing to the project
- Effectively meeting time constraints

IGA Supermarket

March - May 2013

- Having an innate ability to assist clients coming through the shop with their shopping needs
- Being able to effectively understand client problems and providing them solutions
- Working within a team environment by supporting team members
- Having the ability to work in a high-volume, under-pressure environment
- Effectively handled goods, stocks and money
- Effectively being time-efficient

References

Kuzmina
Service Department Manager at Coles Supermarket
8448 5200

Adam Ho
SAE Institute Sydney Lecturer
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Ricardo Barkley
Lead Technical Artist At ArcInterior
0417 644 832