

Name: Martin Lundqvist  
E-mail: [MartinLundqvist@live.se](mailto:MartinLundqvist@live.se)  
VISA: Australian Permanent Resident

Mobile: 0450 210 534  
Suburb: Kensington 2033

## MARTIN LUNDQVIST

### CURRICULUM VITAE

#### CAREER OBJECTIVES

I am a Swedish national who has been studying and working casually in hospitality in Australia for the last 5 years. After securing my Australian residency I am now looking for a full-time job where I ideally can contribute and be an essential team player while improving my skillset and further my career opportunities. I have experience from accounting in Sweden and Administration in Australia.

#### EDUCATION AND TRAINING

**School** Australian Pacific College      **Period:** April 2015 – Dec 2016  
**Qualification** Certificate IV & Diploma Accounting

**School** University of Lund, Helsingborg      **Period:** Aug 2005-June 2009  
**Qualification** Bachelor & Master of Science: Service Management

**School** Australian Pacific College      **Period** Oct 2012 –Sep 2013  
**Qualification** Diploma of Tourism

#### CURRENT WORK

**Period** September 2014 –Present      **City:** Sydney, Australia  
**Employer** Australian Turf Club      **Position:** Food & Beverage Waiter (Casual)  
**Pay Rate** \$27-30 per hour (\$48,000 per year pro rata)

- Proven ability to communicate with kitchen / hospitality staff, provide fast and accurate orders to customers, collect funds in cash, debit/credit card or checks, and maintain proper accountability for orders and funds (full accountability and duty of care)
- Ensuring visitors of corporate suites get an unforgettable hospitality experience through tending to all their needs and providing customer service with a big smile.

**Period** October 2015 –Present      **City:** Sydney, Australia  
**Employer** Intrinsic Sports      **Position:** Sports Referee (casual)  
**Pay Rate** \$25-35 per hour

- Refereeing futsal and floorball at social sporting events in venues around Eastern Sydney
- Building rapport with internal and external stakeholder. Providing first aid when needed.

#### PREVIOUS WORK

**Period** October 2012 - September 2014      **City:** Sydney, Australia  
**Employer** Spotless Staffing      **Position** Boardroom waiter

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- In-depth product knowledge of different kinds of food and beverages, cocktails & drinks
- Providing excellency in customer service, Meeting and greeting customers in corporate boardrooms.
- Exceptional verbal and written communication skills, building customer relationships

**Period** September 2011 - February 2012 **City** Sydney, Australia  
**Employer** Grand Circle Australia **Position:** Operations & Communications  
Coordinator

- Creation of brochures and flyers of tours eg 3-weeks tour packages which included flight itinerary, hotels booked, vouchers for tourist attractions, locations and destinations to go, and sending out hard copies and soft copies of the tour packages to the tour leader for expedites on timely manner
- Creating inventory lists and keeping in contact with suppliers and booking flights
- Officially commended for initiative, enthusiasm, tenacity, persuasiveness, intense customer focus and dependability in performance evaluations.

**Period** June 2011 – August 2011: **City** Sydney, Australia  
**Employer** Daly International **Position** Project Support officer

- Database entry and management
- Summarizing leases and other legal documents

**Period** Oct 2010 – Oct 2011: **City** Helsingborg, Sweden  
**Employer** Helsingborgshem **Position** **Accounts Assistant**

- Data entry with hi accuracy and speed to ensure that Accounts Payable function was performing properly. Usage of accounting software

Performing bank reconciliations and providing data for month end reporting.

## COMPUTING SKILLS/ MISCELANEOUS

Microsoft Office, Excel, Word, Outlook and PowerPoint

Galileo/Amadeus EOS (Electronic Reservation Systems)

MYOB Accounting Software.

Have written two unpublished novels: *“The Divine Dissimulation”* and *“James Locker: The Duality of Fate”* both available for free on my personal homepage.

[www.martinlundqvist.com](http://www.martinlundqvist.com)

References available on request.