

Rama Zotti (Change This)

Address:

Mob:

E-mail: getmeacooljob@yahoo.com (Your email address) Change This

Career Objective or Personal Profiles:

<http://www.getmeacooljob.com/Personal%20Profiles/Personal-Profile-1.html> (Delete Me)

Professional Skills or Key Skills:

- Excellent communication and interpersonal skills
- Motivate and give clear direction to all employees
- Extremely polished presentation skills
- Effectively maximise revenues and profitability
- Excellent at identifying potential business in local market
- Possessor of strong leadership and consensus building skills
- Extensive experience in marketing management and strategic planning
- Proven track record in developing and administering a marketing program
- A very good knowledge of computer programmes and IT skills

(Have a look at this link for More Key Skills) (Delete Me)

<http://www.getmeacooljob.com/Key%20Skills/key-skills.html> (Delete Me)

Professional Experience:

Get Me a Cool Job.com

Freelance IT Trainer, Writer and all around Job Coach

2011-Present

www.getmeacooljob.com

Seek.com.au, Australia

2007- 2011

Recruitment Consultant/IT Trainer/Employment Coach

Duties and Responsibilities

(Have a look at this link for Job Descriptions) (Delete Me)

<http://www.getmeacooljob.com/Job-Descriptions.htm> (Delete Me)

- Interviewing and inducting clients onto the program, explaining the terms and conditions of our obligation to the job centre and establishing clients that are job ready from those that required more employment experience as well as soft skills needs.
- Finding suitable voluntary work placements for clients, which would be beneficial for their career prospects as well as allow them to develop suitable skills and experience for potential vacancies that were available.
- Ensured that all clients were equipped with an up to date CV as well as relevant cover and speculative letters. Ensured that all application forms were correctly completed and emails correctly sent.

Freelance IT Trainer/Online Marketing Manager:

(Change Me) 2002-2007

Duties and Responsibilities

Trained Clients on Small Medium Business Strategy. Setting up new business offline and online. Trained Clients on basic computers skills and Motivational Strategy using SWOT Methodology. Consulting new tech start-ups.

Part Time – Freelance IT Trainer

Design and teach computer courses to clients from different backgrounds and with different skill levels.

Get me a Cool Job Ltd (Change Me)

2000-2002

Duties and Responsibilities

Services to the customers. This includes repairing PCs, providing networking solutions and supplying total system solutions to customers ranging from home users to corporate users. I was involved in Advising customers on various technical issues and recommending feasible solutions within the budget supporting customers over the phone and provide the right solutions. Diagnosing software and hardware problems and resolving them Building File servers and Work Stations according to the customer's specifications.

Education and Qualifications:

BSc in Computer Science (University of Melbourne) (Change Me)

Advanced Diploma in Computer Studies (West London College) (Change Me)

Core Subjects: (Change Me or Delete me)

Management Information Systems
Business Process Re-engineering
Computer Networks and Systems Software
Database Management Systems.

Advanced Diploma in Computer Studies (West London College, London) **1995**

Core Subjects: (Change Me or Delete me)

Principles of information Processing
Systems Analysis and Design
Programming
Computer Management

Achievements: (Change Me or Delete me)

- Highest Recruitment Award In House (Employment Coach of the Year) from year 2008 and 2010 in Australia
- Attended Seminars at various national & International Job Fairs
- Attended and conducted in-house Training Programmes of various Employment Agency and have also undertaken Consultancy for the same

Additional Information: (Change Me or Delete me)

- Expert in creating Word Press Blog, Web Site Optimisation, Electronic Direct Marketing, Google AdWords, Online & Offline Marketing, Domain guru & understanding of internet marketing, Pay Per Click, Social Networking advertising, marketing and Online Affiliate Related work.

References:

Available on request.