

# RESUME

Of

Mark Coker

*February 2010*

## Objective

To gain full time employment in a position that utilises my skills, experience and passion for both surveying and computing skills.

## Personal Information

Full Name & Title: Mr Mark Anthony Coker  
Current Address: 11 The Boulevarde Lewisham NSW 2049  
Date & Place of Birth: 31 July 1988, Narrabri NSW  
Phone: 0437 964 767  
Email: mark@markcoker.com.au

## Education

2001 – 2006 Narrabri High School, Narrabri NSW

## Professional Experience

Dec 2006– Feb 2010 Gleeson Surveying (Narrabri, NSW)  
Surveyors Field Hand  
Field Work – Experience in Topographic, irrigation, engineering surveys, pegouts and levelling; cadastral surveys including rural and urban subdivisions; extensive knowledge and use of Global Positioning System (GPS) both Topcon and Javad units; use of Tpsurv and Carlson SurvCE; use of Pentax and Topcon theodolite; limited experience in road and drainage design.  
Office Work – Vast knowledge and use of CivilCAD, AutoCAD and GPS software; uploading and downloading of the above surveys; calculations; preparation and drafting of plans; utilising programs and internet sites such as Spatial Information Exchange; set up and maintenance of office computers and related networks; analysis and repairs of computers and other work equipment; software upgrades and configuration of both computers and field equipment.

March 2006 – Dec 2006 Bi-Lo (Narrabri, NSW)  
Retail Shop Assistant  
Register operation, customer services, cleaning, restocking.

Nov 2004 CSIRO Australian Telescope (Narrabri NSW)  
Work Experience  
Computer Systems Administrator

2001 – 2003 The Courier (Narrabri, NSW)  
Paper Delivery  
Customer services, cash handling, deliveries.

## Summary of Qualifications

Certificate II Software Computing – TAFE NSW

General Construction OHS Induction – TAFE NSW

Computer Aided Drafting (AutoCAD) – TAFE NSW

Chainsaw Use and Maintenance Course – Adult and Community Education (ACE) NSW

CivilCAD Introduction Survey and Road Course – Topcon Positioning Systems Australia

## Other Qualifications

Full Driver's License (NSW)

First Aid Certificate

## Skills

- Computer knowledge – Vast knowledge of all Microsoft's operating systems, Microsoft Office, network installation and troubleshooting; vast computer hardware knowledge and understanding, including set up and maintenance; some knowledge in Linux based systems such as Red Hat and Fedora.
- Customer service – Both in person and over the phone.
- Calculations software – CivilCAD.
- Drafting Software – Autodesk AutoCAD.
- Eager to learn.

## Interests

- Surveying
- Computers and I.T.
- Social Sport

## Referees

### Professional Reference

Mr Ross Gleeson

Employer

Director of Gleeson Surveying Pty. Ltd.

02 6792 2720

### Character Reference

Mr Richard Orr

Director of Chamber of Commerce

Director of Vision North-West Optometry

02 6792 1265