

KIEREN ST JAMES

Reliable Professional | Assistant & Coordinator

Loganholme, QLD 4129 | 0426 796 470
kierenstjames@gmail.com | www.kierenstjames.one

SUMMARY

A diligent and highly adaptable professional with a broad background in equipment maintenance, logistics, and customer service. Proven ability to manage high-volume inventory and assist diverse groups of people with patience and clarity. Recognized for a strong work ethic, physical reliability in demanding environments, and a commitment to helping teams operate efficiently.

LICENSES & CERTIFICATIONS

- **Working with Children Check (Blue Card)** - Valid for child-related service roles.
- **General Construction Induction (White Card)** - Valid for onsite/labor roles.
- **Hospitality Certifications:** Responsible Service of Alcohol (RSA) & Responsible Service of Gambling (RSG).
- **Certificates:** Cert I in Workplace Skills, Cert III in Hospitality, Cert III in Information Technology.

TRANSFERABLE SKILLS

- **Inventory & Logistics:** Experience managing large-scale equipment fleets, tracking assets, and coordinating distribution.
- **Customer Service:** Expert at assisting patrons and staff with diverse needs, particularly in high-pressure or public-facing environments.
- **Technical Literacy:** Highly proficient with standard office software (Word, Excel, PowerPoint), website maintenance, and digital tools.
- **Physical Reliability:** Years of experience in live event setup, including heavy lifting, stage lighting, and equipment rigging.

WORK HISTORY

yourtown 2024 – 2025
Equipment & Asset Coordinator Brisbane CBD

- Manage the end-to-end logistics of a large-scale hardware fleet, ensuring all items are tested, recorded, and distributed on schedule.
- Provide hands-on assistance to staff members, translating complex instructions into easy-to-follow steps for non-technical users.
- Improved the speed and efficiency of the device preparation process through proactive organization and workflow suggestions.
- Maintain detailed digital records and inventory databases to ensure 100% asset accountability.

yourtown 2023 – 2024
Marketing & Content Assistant Loganholme, QLD

- Developed professional marketing materials and internal documentation using digital design tools.
- Maintained organizational websites and contributed to staff training initiatives.
- Managed multiple projects simultaneously, meeting strict deadlines for content delivery.

Shane St James (Contract)
Stagehand & Audio Technician

2016 – Present
Various Locations

- Coordinate the physical setup and pack-down of live touring productions, including lighting, sound rigs, and staging.
- Operate technical equipment during live performances, requiring high levels of concentration and rapid problem-solving.
- Consistently work irregular hours, including nights and weekends, demonstrating high reliability and dedication.

Springwood Library
Library Assistant

2018 – 2018
Springwood, QLD

- Provided high-quality customer service to members of the public in a busy community hub.
- Managed physical inventory, including sorting, shelving, and organizing returns.
- Assisted patrons with finding resources and utilizing library technology.

Anonymous Contractor
Data Entry & Document Editor

2020 – 2021
Remote

- Managed detailed data entry tasks and formatted corporate presentations for professional use.
- Specialized in audio restoration and voice-over synchronization for international media projects.

INTERESTS & PROJECTS

- **Independent Small Business:** Currently launching a local service-based business focusing on home technology setup and maintenance for residential clients.
- **Creative Media:** Skilled in 3D design and video production; active in the creative community through personal and collaborative projects.

EDUCATION

- **Certificate I in Workplace Skills** | Axiom College (2024)
- **Certificate III in Hospitality** | (2022)
- **Queensland Certificate of Education (QCE)** | Springwood State High School (2019)

REFERENCES

Daniel Kempson Former Team Lead, yourtown
Written Letter of Recommendation and contact details available upon request.

Toni O’Nell Business Manager, Australia’s Own Hypnotist
Professional contact details available upon request.

Shane St James Director / Lead Performer, Australia’s Own Hypnotist
Professional contact details available upon request.