Hello
I'm Dante Giammattei

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NOT FINALISED

Background

Hi my name is Dante and I am a university student and full-time manager. I have a wide range of academic and non-academic skills, a fantastic work ethic and a large amount of leadership and management experience. I am hardworking and adaptable and committed to becoming an asset to any business or team I have the pleasure of collaborating with. I appreciate your time and consideration and look forward to our future collaboration.

Skills

- Adaptive with confident, timely decision-making
- Strong critical thinking and reasoning skills
- Leadership with initiative and accountability
- Builds positive, trust-based relationships

- Clear, compassionate and professional communicator
- Team-orientated with a collaborative mindset
- Flexible and calm under pressure
- Efficient multitasker with attention to detail

Experience

October 2025 - Present

Harris Farm Markets, Clayfield – *Operations Coordinator*
- All previous duties and responsibilities.
- Handling employee attendance, rostering and timesheet/payroll adjustments
- Liaising with contractors to meet safety compliance standards
- Organizing training for team to ensure staff safety, ppe and compliance standards are met.
- Assisting in general shop operations to ensure smooth daily trade.
- Liaising with upper company management in regard to shop operations, compliance, payroll etc.

October 2022 - Present

Harris Farm Markets, Clayfield – *Section Lead*

- Managed store float, overseeing accurate cash counting, currency ordering, and till bag organization to ensure operational efficiency.
- Led the service team by coordinating break schedules and resource allocation to optimize team performance.
- Conducted regular inventory audits and placed orders for stock, including stationery, register bags, and produce supplies.
- Designed, implemented, and maintained store signage for pricing and promotions in partnership with marketing and buying teams.
- Served as a primary liaison with suppliers and buyers to facilitate timely and seamless stock replenishment.
- Resolved customer service issues to maintain high levels of customer satisfaction.
- Handled IT-related support tasks such as troubleshooting Point of sale systems, Zebras, printers, EFTPOS terminals, and ethernet connectivity, coordinating with remote IT teams as necessary.
- Developed and delivered training materials and SOPs for new employees to uphold service quality and operational standards, as well as food handling and hygiene standards.
- Managed supplier invoicing processes in compliance with cash handling and invoicing policies.

February 2022 - June 2022

Gardiner Chess, Brisbane – *Chess Teacher*

- Managed two chess classes of 12 and 20 students aged 6-12.
- Developed engaging lesson plans following the chess curriculum.
- Liaised with school staff to ensure smooth class operations.

January 2019 - July 2020

Jamworks, Stanthorpe – *Back of House/Kitchen Assistant*

- Assisted in food preparation, including making sandwiches and chips.
- Maintained workplace health and safety standards in the kitchen.
- Cleaned kitchen areas and ensured hygiene compliance for food production.

June 2018 - June 2028

Outrite Computers, Stanthorpe – *Technical Assistant*

- Assisted customers with inquiries and learned the basics of customer service.
- Gained experience building PCs to customer specifications.

Education

March 2025 - Present

Griffith University, Brisbane– *Bachelor of Business/Bachelor of Cybersecurity*

About to finish my first year of this degree. I am currently studying part time alongside my work.

Awards

- Queensland Certificate of Education
- Highly computer literate with a strong ability to learn IT and computer related topics
- ATAR 90
- Working with children card
- Queensland RSA

References

Jared Drazic
2IC
Harris Farm Markets
Phone: 0401 944 339
Relationship: Current Manager

Claire Grant
Former Operations Coordinator
Harris Farm Markets
Phone: 0434 271 924
Relationship: Previous Manager