

# ARDA ERINC OGUZ

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Sydney, NSW

I am a soon-to-be graduate from the University of Sydney, looking to enter the workforce. My past jobs have centred around people: understanding and predicting their needs to provide solutions and contingencies. I am an enthusiastic and conscientious and use my initiative and attention to detail to get work done to a high standard and ensure that my team and my clients get the most out of their time with me. My interests include volleyball and bouldering.

## EDUCATION & ACCREDITATION

### **White Cockatoo Hotel *Casual All-Round Staff* – Jun 2019 – Ongoing**

Currently working as an all-rounder at White Cockatoo Hotel in Petersham. Responsibilities include:

- Hosting – Greeting guests and seeing that their needs are prepared for and met throughout their stay
- Organizing and Managing Reservations – Adapting to changes in reservations throughout the day by reallocating resources on hand to facilitate efficient service.
- Onboarding
- Stock take
- Point of Sales

### **Gorilla Jobs, *Recruitment Associate – Legal Division, VIC* – July 2022 – February 2023**

Worked as Recruitment Associate for Gorilla Jobs, a recruitment agency that finds talent for clients in a number of sectors including general practitioners, legal, allied health, and pharmacy, and does so across all states. I worked in the Legal Division for Victoria, and worked to find lawyers of varying experience, and match their skill-set and needs to those of law firms in the state.

### **Loan Base, *Mortgage Broker's Assistant* – Feb 2020 – Oct 2020**

Commenced an internship at Loan Base, an independent mortgage broking company, and steadily built up skills before advancing to permanent part-time employment. My role primarily revolved around administrative work related to loan processing. I assisted and helped execute different stages of loan processing, moving them from initial point of contact to full approval.

### **Urban Bites Café, *Full time All-Round Worker* – Mar 2018 – Nov 2018**

Worked at Urban Bites Café for most of 2018, working mainly as a waiter but also acting in the capacity of an all-round worker: taking orders, serving food and drink, assisting with cleaning dishes, and making cocktails. Key responsibilities included:

- Stock take
- Onboarding
- Point of Sales

### **Volunteer Assistant, Yagmur Cocuklar Foundation, Istanbul - April 2014**

Volunteered at Yagmur Cocuklar in the April of 2014, as an observer and assistant to teachers. The Foundation acted as a school for special needs children, with sessions teaching practical life skills such as how to get dressed, how to handle money, how to buy groceries etc on top of regular classes. Assisted teachers during regular lessons and participated in group sessions designed to encourage positive social interaction between students: painting, crafts, puzzle-making, play time.

## EDUCATION & ACCREDITATION

### **British International School of Istanbul, *International Baccalaureate* – 2013 – 2015**

- 35 Points / ~93.30 ATAR

**2016-2022**, Bachelor of Science (Neuroscience Major), University of Sydney

**2018 - 2023 Responsible Service of Alcohol**, SITHFAB002

**2018- 2023 Responsible Conduct of Gambling**, SITHGAM001

## KEY SKILLS

- **Building Client Relationships** – Exceptional capability notice the needs and dispositions of others, and to take action to meet the needs of others and maintain positive, long-term working relationships.
- **Strongly Driven** – Motivated to achieve the highest standard of work
- **Personal Communication** – Flexible and fluent communication.
- **Organized and Prepared** – Establishes structure and order to optimize and streamline processes.
- **Cooperative** – Strong capacity to work alongside others in a team and support them.
- **Diligent** - Learns quickly, works persistently and resolutely, detail oriented
- **Conscientious** - Reliable work ethic, dependable under pressure.