

Ashleigh Benater

CONTACT

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🏠 South East London

EDUCATION

Full-Stack Developer

Traineeship

IT Career Switch
London, UK
2023 - 2024

Diploma of Counselling

Open Colleges
Sydney, Australia
2018 - 2020

Executive Business Diploma

June Dally-Watkins Business
Finishing College
Sydney, Australia
Jan-Dec 2008

CERTIFICATES

Certificate II of Aviation

Regional Express Holdings Ltd.
Mascot, Australia
2013

Certificate III and IV in Fitness

AIF Aqua Instructor

AIF Group X Instructor

Punch Fit Trainer

Cycle Excel Level 1 & 2

Certification

Australian Institute of Fitness
St Leonards, Australia
2010 - 2011

PROFILE

A highly organised, loyal and dedicated self-starter and quick and eager learner. Outstanding interpersonal, negotiation and mediation skills. Praised and awarded for excellence in customer service.

WORK EXPERIENCE

Recruitment Consultant

Gattaca (London, UK) | 2022

- Identifying and developing client/business relationships
- Attracting candidates and maintaining a candidate database
- Sourcing suitable candidates and briefing them on the opportunities offered by the client
- Managing the process through the interview to offer stage and beyond
- Negotiating pay and salary rates and finalising arrangements between client and candidate
- Offering CV, interview and general career advice
- Networking to build business information that can be converted into commercial opportunities

Project Manager

Dynamic Learning Services (Sydney, AU) | 2021

- Managing Client training schedules
- Attending planning meetings
- Signing up new clients and students
- Following up on budgets and funding

Solo Flight Attendant

Regional Express Holdings Ltd (Sydney, AU). | 2013 - 2020

- Being responsible for passenger safety, security and comfort.
- Knowing and applying company policies and procedures.
- Staying up to date on company notices and amendments.
- Having strong interpersonal and communications skills.
- Having very good time management and situational awareness.
- Effectively dealing with high level, time sensitive, challenging situations and changes on short notice.
- Having excellent grooming and personal presentation.

Ashleigh Benater

SKILLS

PROFESSIONAL

- Loyalty
- Organisational skills
- Interpersonal skills
- Active learning
- Customer service
- Self motivation
- Time management & planning
- Troubleshooting

TECHNICAL

- MS Office
- Social media
- Email and phone skills

ACHIEVEMENTS

EXCELLENCE AWARD FOR OUTSTANDING CUSTOMER SERVICE

Regional Express Holdings Ltd.

NUMEROUS POSITIVE CUSTOMER FEEDBACK LETTERS

Regional Express Holdings Ltd.

REFERENCES

ELKE VAN DEN HOUTE

Personal reference

VDAB Brussels

T: +32 472 24 45 73

E: elkevdh@gmail.com

SAM MORGAN

Manager

Gattaca plc

T: +44 7852 931428

E: sam.morgan@networkers
technology.com

Fitness Professional (contractor)

Private clients, companies, health clubs and gyms (Sydney, AU) | 2010 - 2013

- Building and sustaining a client base
- Designing, preparing and instructing an adult disability fitness and stretch class
- Designing, preparing and instructing cycling classes, boxing classes, aqua classes, etc.
- Creating personal fitness plans, adjusted to the needs and health and fitness goals of clients.
- Maintaining currency in industry knowledge and attending conferences.
- Performing fitness assessments and determining a client's physical status and capabilities before commencing training

Personal Assistant

Huon IT (Sydney, AU) | 2010

- Acting as a first point of contact; dealing with customer correspondence and phone calls
- Preliminary drafting of correspondence on the manager's behalf
- Writing minutes during board meetings
- Managing and organising meetings and appointments
- Booking and arranging courses travel, transport and accommodation
- Managing company cars, phone and internet plans
- Organising events
- Sourcing and ordering stationery and office equipment

Junior Receptionist

Wynn & Bennett Chartered Accountants (Sydney, AU) | 2009

- Handling mail and organising couriers
- Electronic and paper based filing
- Ordering, organising and stock taking of stationery, groceries and postal supplies
- Scanning, photocopying
- Answering telephones
- Being responsible for petty cash and banking
- running errands and attending to any general ad hoc duties

INTERESTS & HOBBIES

- I like fitness, gym, and boxing.
- I enjoy hiking with my dog, Gulliver, and exploring the great outdoors.
- I love traveling and exploring new cultures; currently, I'm also learning French.
- I enjoy equestrian activities and used to do competitive showjumping.