

Ashleigh Benater

CONTACT

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🏠 South East London

EDUCATION

Full-Stack Developer

Traineeship

IT Career Switch
London, UK
2023 - 2024

Agile & Scrum Training

Online
2021

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

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.

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SKILLS

PROFESSIONAL

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

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.