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| Travis Wilson  Retail Assistant | | |
| 69 Penrose Circuit Redbank Plains 4301 | 0408 747 319 | travis\_wilson999@hotmail.com |
|  | OBJECTIVE |  |
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| I am a professional retail, reception and customer service assistant. I have 4 years of experience in a variety of retail/reception positions and pride myself on my customer service. My strengths include my extended computer skills with 60 words per minute type speed and the ability to learn quickly in periods of change. I am able to work with minimal supervision as being part of the Stock Management team I would report on stock numbers and place orders while my colleagues processed sales. | | |
| **EDUCATION** — | EXPERIENCE |  |
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| Capella State high – Completed 2009  Certificate I Information Technology – Completed 2009  Certificate III Business Administration – Completed - 2020  Programming with Python – (Open-Cred) Completed February 24th 2023 | **Peak Down Mechanical**  Apprentice Mechanic  Customer service, Telephone Booking, Telephone Enquiries, Stock Management, Stock Ordering, Store Closings and Openings. *2013 – 3 months*    **St Vincent De Paul**  Assistant Manager Customer Service, Telephone Enquiries, Stock Management, Stock Ordering, Store Openings and Closings, EOD Till and EFT balancing, Customer conflict resolution, processing refunds, Supervising up to 14 staff on weekdays.  *January 2017 – December 2018*  **Ripley McDonalds**  Crew Member  Cleaning of floors and Food Preparation Areas, Cooking of Product, Restocking of Product Storage Containers, Opens/Preparation for Day Shift  *June 2022 – November 2022*  **Coles**  Deli Team Member  Food Preparation, Stock-Take, Customer Service, Cooking of Product, Restocking of Product, Open/Close of Deli, Cleaning, Quality Check, Telephone Enquiries, EOD  *November 2022 – Current* | |
| KEY SKILLS — | References |  |
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| Customer Service Computer IT Skills Telephone Communications Stock Management | John Sutton Peak Downs Mechanical 0418 200 912  Rebecca Bartley  Personal 0431 488 291 | |