

Elizabeth Mackle

Contact

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Notice

4 weeks required

Education

2021 - 2022

University of Western Australia
Coding – Web Design &
Development Bootcamp Course

2017 – 2019

Open College Online Courses
Cert IV in Business
Administration & Cert IV in
Leadership and Management

2012 – 2013

Dental Nursing Australia
Cert III & IV

2007 – 2011

Lake Joondalup Baptist College
Completed Year 12

Key Skills

Time Management
Teamwork
Administrative Skills
Customer Service
Written and Verbal
Communication
Problem Solving
Accuracy and Attention to Detail
Self-motivation
Organization and Prioritization
Meeting Deadlines

Overview

A highly competent individual who is dedicated, enthusiastic and hardworking with a proven ability to work proactively in a complex and busy environment.

I am a reliable employee who can demonstrate effective communication and multi-tasking skills in the workplace. I am a quick learner with a highly organised personality who can absorb new tasks and take on new challenges with a positive attitude.

Currently studying Coding – Web Design & Development to pursue a career as a Full Stack Web Developer in the near future.

Experience

December 2019 – December 2021

Administration Assistant / Reception • Arcadis

- Answering incoming phone calls
- Responding to incoming emails
- Arranging interstate/overseas travel and employee relocations
- Internal and external event management
- Arranging meeting rooms, monthly morning teas and all catering requests
- Processing credit card reconciliations and expense claims
- Formatting CV's, Project Data Sheets, Org Charts and Tender Submission Reports
- Timecard management
- Stock control
- Minute taking
- IT stock management & IT assistance
- New employee start ups

March 2014 – December 2019

Dental Nurse • Hillary's/Kingsley Village Dental Centre

- Daily nursing duties
- Stock management
- Monthly day surgery visits to Westminster Theatres
- Preparing research for new products/machines
- End of day banking/petty cash reconciliation
- Processing patient accounts – HICAPS/EFT
- Booking/managing patient appointments
- Responding to emails and answering phone calls

Goal Setting
Proactive
Ability to work under pressure

Technical Skills

Advanced Computer Skills
Intermediate Level - Xero
Intermediate Level - Microsoft
Office (Excel, Word)
HTML
JavaScript
CSS (Bootstrap/Tailwind)

Referees

Gina Wigley
Team Secretary - Arcadis
9213 6723

Bridget Powell
Practice Manager - Kingsley
Village / Hillary's Beach Dental
Centre
9409 7424

Stephen Hollander
Dentist / Practice Owner -
Kingsley Village / Hillary's
Beach Dental Centre
9409 7424

- Social media management
- Organising social work events

February 2013 – February 2014

Reception • Total Image Laser Skin Clinic

- Customer sales
- Managing client appointments
- Merchandising

June 2012 – January 2013

Reception • Total Image Laser Skin Clinic

- Customer sales
- Preparing pre-made food
- Waitressing tables
- Basic café duties

December 2009 – April 2012

Reception • Total Image Laser Skin Clinic

- Person to person interaction
- Cash sales
- Preparing coffee and pre-made food
- Stock management