

LIZETTE DIMALANTA

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PROFILE

A determined, passionate and self-motivated tech student bringing forth a highly ambitious attitude and a variety of competent skills. Seeking to work in collaboration with like-minded people and develop my expertise within the technology sector.

TECHNICAL SKILLS

Customer Experience

● ● ● ● ●

Visual Merchandising

● ● ● ● ●

Product Knowledge

● ● ● ○ ○

Problem Solving

● ● ● ● ●

Working Under Pressure

● ● ● ● ○

PERSONAL SKILLS

Ability to Learn Quickly

● ● ● ● ●

Adaptability

● ● ● ● ●

Detail-Oriented

● ● ● ● ●

Time Management

● ● ● ● ●

Interpersonal Skills

● ● ● ● ●

EDUCATION

FEBRUARY 2013 — OCTOBER 2021

Southport State High School

Certificate of Education

FEBRUARY 2017 — NOVEMBER 2017

Prestige Service Training

Diploma of Business

COMMENCING AUGUST 2022 (6 mos)

Coder Academy

Full-Stack Web Development
Bootcamp (*Accelerated*)

EMPLOYMENT HISTORY

OCTOBER 2021 — MAY 2022 (8 mos)

Administrator | MONGER TECH *(Left position due to redundancy.)*

Deer Park VIC 3023

- Provided support in business operations in a startup setting.
- Maintained internal databases.
- Organised invoices and oversaw organisational budgets and finances.
- Administered additional work into marketing campaigns, social media management and UX/UI design.

SEPTEMBER 2018 — OCTOBER 2021 (3 yrs 2 mos)

Acting Dairy Manager/Grocery Team Member | COLES SUPERMARKETS

Southport QLD 4215 | Craigieburn VIC 3064

- Promoted as a Customer Service Supervisor within the initial 3 months of employment.
- Proficiency in working and managing 6 departments across numerous Gold Coast and Melbourne locations.
- Specialised in inventory management, POS, and provided support for transitioning management and understaffed roles throughout the duration of COVID-19.

DECEMBER 2015 — JULY 2019 (3 yrs 8 mos)

FOH Crew Member | MCDONALD'S

Southport QLD 4215

- Developed customer service and time management skills
- Maintained and prioritised smooth customer traffic within unpredictable timeframes
- Provided additional support during the Commonwealth Games and similar large-scale events previously held in the Gold Coast
- Completed a *Certificate III in Retail Services*.

REFERENCES

Ryan Monger

Owner/Director of Software Architecture

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Andrew Fragos

Owner/Director of Sales, Marketing & Strategy

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Tom Anderson

Software Developer

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