Melissa Wood
Student

My Contact

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☎ 027 876 6041

Hard Skills

- Coding in JavaScript, HTML, and PHP
- Coding in Python, Java, and C#
- Organisation
- Time Management
- Problem Solving
- Tutoring /Mentoring

Soft Skills

- Critical Thinking
- Training and Mentoring
- Communication
- Multi-tasking
- Dependable and Responsible

Education Background

- Waikato Institute of Technology

  Study and career preparation (level 4)

  Completed in 2019

- Waikato Institute of Technology

  Diploma in Information Technology Technical Support

  Completed in 2023

- Waikato Institute of Technology

  Bachelor of Information Technology

  In Progress

About Me

Experienced Team Member bringing outstanding performance working with others to meet a common goal. Dedicated student who is quick at learning and determined to complete work to the highest standards. Eager to share knowledge and help those who may need it.

Professional Experience

Bunnings Hamilton South || Team Member
2020 – Present

Key responsibilities:
- Contributed to team success by completing jobs quickly and accurately.
- Pursed learning opportunities to advance knowledge.
- Operated machinery safely to reduce workplace accidents.
- Trained new team members by relaying information on company procedures and safety requirements.
- Maintained productive, efficient approach to all tasks.
- Learned all required tasks quickly to maximise performance.
- De-escalating conflict with customers and providing the best experience.

Burger King || Team Member
2019 – 2021

Key responsibilities:
- Greeted customers at Drive-Thru and took orders.
- Trained new employees by demonstrating tasks and coaching during daily activities

Te Rapa Mowers and Chainsaws || Volunteer
2018 – 2019

- Key responsibilities:
- Performed troubleshooting, diagnosis and repair of power garden equipment.
- Offered exceptional customer service to all customers.
- Maintained work areas by cleaning for maximum productivity and safety.

Achievements

2019   Certificate for critical thinking.