|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  | Experience **Godfreys February 2009 – December 2009**  Position: Sales Assistant  Responsibilities:   * Selling vacuum cleaners and other products * Minor bookkeeping requirements * Communicating with prospecting buyers   Reason for leaving: position was made redundant    **The Hospitality Man – Catering Company** **October 2008 – May 2010**  Position: Waitress  Responsibilities:   * Serve food and/or beverages to patrons * Wash dishes * Keep counters and kitchen area clean * Working in a fast-paced environment   Reason for leaving: Casual work St Kilda South Medical Clinic November 2007 – Present Position: Receptionist  Responsibilities:   * Greeting patients * Answering telephone calls * Transferring of calls * Accommodating to patients and doctors with booking requirements * Preparation of patients * Incoming and outgoing mail * Faxing * Scanning * Dealing with EFT/Cash payments * Debt management   Reason for leaving: Wanting a new experience  **Zapped Off Chapel March 2011 – Current**  Position: Laser technician/receptionist  Responsibilities:   * Greeting Clients * Lasering Clients * Data Entry * Answering telephone calls * Dealing with EFT/Cash payments * Working in a team with my colleagues * Building relationships with clients |
|  |  |  |
|  |  | Summary of Qualifications:Tertiary Education Current Enrolled in Bachelor of Health Sciences at Monash Caulfield, currently commencing my third year.  **Secondary Education 2002 – 2010 Kind David School, Armadale**  VCE  Achievements:   * Received an Academic Excellence Award from The King David School in 2006 and 2007  Additional SkillsFluent in Russian.Computer LiteracyMicrosoft WordMicrosoft PowerPointMedical DirectorMi-Soft Medical Information SoftwarePracSoftMicrosoft Excel  * MedTech32  Achievements  * Community service award for entertaining elderly people at the montefiore home * Academic excellence award in humanities in 2009   **Interests**   * Fashion * Exercising * Meeting new people * Learning new things |
|  |  |  |
|  |  | Referees **Marina Melamed** – Office Manager at St Kilda South Medical Clinic – 0402 474 664  **Anatoly Braverman** – Owner and Manager of Godfrey’s – 0405 157 492  **Julia Brand** – Manager at Zapped Off Chapel |

