

RODRIGO DE FRAGA NUNES



021 2253 555



rodrigo79rfn@gmail.com



2 Lodge Av

SKILLS



EXPERIENCES

The Bach Café

Sous Chef

11/2015 – 12/2016

Kitchen management, prepare and cooking dishes, organize events and design menu.

References: Jodie
Ph: 022 053 1235

NZ Post

Delivery Agent

03/2017 – 12/2018

Internal sorting of mail, flats, track and untrack items and deliver.

References: Sharon
Ph: 021 156 2244

Mount Social Club

Adm Assistant Office

Current

Create promotional documents, design menu and assist the office operation.

References: Carol
Ph: 021 858 877

OBJECTIVE

To gain experience as an Administrative Assistant to developing and apply my skills to a business office functions to providing executive level of support to principals and clients.

EDUCATION

2012 - 2019

Te Wananga o Aotearoa

- Small Business Management Level 4 **2012**
- Money Management level 3 **2013**
- Business Administration Technology level 3 (current).

2018 - 2019

Open Polytech

Financial Services Level 5 (current).

- Investment Concept Products and Regulation
- The Financial Services Industry and its Regulatory Environment (current).

LANGUAGES



Portuguese



English



Spanish

INTERESTS IN



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@rodrigonunes5694



rodrigo-fraga-nunes-82418675



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