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SOFIA SGROI

PROFILE

Graduated from Domremy College in 2022. Since then, I have devoted my time studying at the Australian Catholic University, working towards a Bachelor of Education Secondary / Bachelor of Arts Design Innovation and Technologies. Alongside my studies, I am seeking a casual job that complements my interests and allows me to develop professional experience. Additionally, I also run my own small cake business. Both my work and studies allow me to effectively practice time management and build on essential life skills..

SKILLS

- Communication skills
- Working independently
- Assertiveness
- Well organised and efficient
- Good time management
- Enthusiastic and hardworking
- Works collaboratively with others

EXPERIENCE

Hairdorama Hair Studio, Rozelle - *Assistant/Receptionist 2019 - 2021*

- Making and answering phone calls to customers and clients
- Monitoring social media platforms for the company
- Ensured stock was ordered and packed in an effective manner
- Ongoing clean up and organisation of workspace environment
- Developed engaging customer service and quality with clients
- Responsible for completing various errands for store managers

Mimco, Birkenhead Point- *Sales consultant 2021- 2024*

- Developed engaging customer service and quality with customers
- Making and answering phone calls to customers and other stores within the company
- Unpacked and organised stock
- Packed online orders efficiently and precisely
- Ongoing clean up and organisation of workspace environment
- VM of the stores products

Gowrie - DPS & St Marks, Drummoyne- Educator 2023- 2025

- Managing children behaviour
- Effectively supervise children and reduce the risk of accident
- Offering assistance & support to children and work colleagues
- Ongoing clean up and organisation of workspace environment
- Providing first-aid procedures to injuries
- Conduct creative programed activities

Baked By Sof - Director, Creator, Baker 2022- Present

- Effectively communicating and interacting with customers professionally
- Creating a range of aesthetic cakes, cookies & cupcakes
- Ongoing clean up and organisation of workspace environment
- Ensured materials/resources are ordered and packed in an effective manner
- Follow and achieve the desired brief

EDUCATION

All Hallows Primary School, Five Dock

2010 - 2016

Domremy College, Five Dock

2017-2022

Australian Catholic University, Strathfield

Bachelor of Education SecondaryBachelor of Arts Design Innovation and Technologies

2022-Present

AWARDS

Domremy College SRC - 2017

All Hallows St Vincent's Representative - 2016

VET Excellence Award - 2022

REFERENCE

Natasha Maoudis - 97122133



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