

Stephanie Georgiadis

Personal Details

Address: 1D Westall Avenue, Flinders Park 5025 SA

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Abilities and Training

- Team player, able to motivate
- Organised and pay attention to detail
- Take pride in work and always achieve tasks to high quality
- Knowledge and practical use of personal computer including MS Office
- Knowledge in filing accounts
- Cash handling and EFTPOS experience
- Experience in customer service
- Experience working in a fast-paced environment
- Basic MYOB, NETO and Repairshopr knowledge

Employment

Customer Service – Mad Zombie Collectables, 2016 December – Ongoing Casual

- Basic MYOB and NETO
- Customer service
- Stocking shelves
- Stock-take
- Custom ordering stock for customers
- Store orders and monitoring stock levels
- Managing laybys
- Set-up and pack down of large stalls at Oz Comic Con

Invigilator/Customer Service – The University of Adelaide – 2019 November – Casual

- Supervise and assist candidates in exams
- Assist with the setup of the exam scripts
- Assisting candidates when needed
- Check attendance
- Recording of details

Business Equipment Award Level 1 Technician – Solve IT All, 2017 October – December 2017

- Basic Repairshopr
- Repair computers
- Build computers
- Customer service
- Create estimates for customers
- Handling of others property

Kitchen hand/Cook – Juan's Paella, 2016 January – August 2017

- Food preparation
- Cash handling
- Stall set-up and pack-up
- Customer service

- Portion controls
- Cooking time management
- Working in fast paced environment

Work Experience

Filing Assistant – Australian Hearing Adelaide, 2012 September – October

- Archiving
- Filing in numerical and alphabetical order
- File management

Education

- Full Stack Engineer at The Coding Bootcamp, The University of Adelaide, Part-Time October 2019 – Ongoing
- Internship, Solve IT All, September – October 2017
- Year 12, Thebarton Senior College, 2013
- Year 11, Golden Grove High School, 2012

Referees

Juan Gallego
Juan's Paella
Owner
Contact: 0434 543 946

Cherie Tridente
Mad Zombie Collectables
Owner
Contact: 0403 129 918

Christine Flounders
Adelaide Property Inspections
Administrator
Contact: 0423 618 553