



ARIELA MCCLAME

Address: 117 Brian Crescent, Stanmore Bay, Auckland
Phone: 022-480-9908
Email: arielamc350@gmail.com
Website: ariela-mc.github.io

PERSONAL STATEMENT

Hi! I am currently a first-year engineering student at UOA looking for a part-time job. I am a reliable, hard-working team member and would love to bring my skills to a new environment. I am available any day of the week during summer and will continue working through the university semester. I can negotiate hours and am available full-time if needed over the summer break.

WORK EXPERIENCE

Cashier and Kitchen-hand, Pizza Club Max **Mar 2023 - Jan 2024**

- Served customers, taking their orders and using an EFTPOS machine and cash register.
- Restocked items and shelves, occasionally lifting heavy boxes overhead.
- Worked carefully to ensure food hygiene and safety in a fast paced environment.

Professional Cleaner, Specialised Cleans Ltd **Dec 2021 - Apr 2023**

- Expertise in cleaning techniques
- Adhering to company policies for appearance, thoroughness and cleanliness.
- Handled equipment and chemicals properly and with caution

COMMUNITY EXPERIENCE

Administrative Assistant (Volunteer Day) **Jun 2019 - Jun 2019**

- Assisting admin staff with clerical tasks such as filing, copying and distributing mail
- Inputting data into spreadsheets and databases

EDUCATION

Bachelor of Computer Systems Engineering **Feb 2024 - Current**
University of Auckland

High School Diploma **May 2014 - May 2016**
Kingsway School

- Fourth Year Scholar's Award

ADDITIONAL INFORMATION

- **Technical Skills:** Full Car License, EFTPOS and cash handling, Microsoft Office Certificate, Knowledge of coding languages (C, Python, HTML).
- **Languages:** English, Albanian
- **Personal Skills:** Organisation and time management, Willingness to learn, Attention to detail.
- **Activities:** Active participant in WEN (Women in Engineering) at UOA, Active member of AUES (Auckland University Engineering Society).

REFEREES

Contact arielamc350@gmail.com for referee information and contact details.