**Curriculum Vitae**

**Melinda Sharkey**

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DOB 15/03/1981

**Career Objective**

To become a valued employee within a company that can offer me a position of growth and longevity. I am seeking fresh challenges in a company which supports me.

**Personal Attributes**

I am a friendly, outgoing person who loves to spend time with friends and family. I especially enjoy being a mother to my twin girls whom are high school age. I am a self-motivated, dependable and reliable individual who is able to work autonomously but also enjoys working within a team environment. I have excellent verbal and written communication skills and am able to liaise effectively with customers/ clients, and co-workers at all levels and build strong relationships. I am an extremely quick learner, able to work well under pressure and adapt to change competently.

I hold a full clean Australian driving license and am a non-smoker.

**Employment History**

***Edunet /Solution One Procurement Coordinator March 2015 to current***

● Team Leader

● Product Management, Internal and Vendor support (Lenovo)

● Negotiate Price contracts and BIDS

● Quoting, Sales Orders and Purchase Orders

● Stock forecasting

● Stock control / Warehouse coordinator

● Delivery tracking / Logistics

● Manage BYOD programme for 50+ schools

● Customer enquiries, phone, email and Live chat

● Administration

● MYOB / CRM

● Education IT

***Synnex Australia 2IC National Sales Centre ‐ Sales Support, Admin, April 2013, to March 2015***

● 2IC of a team of 12 Sales Support Officers and Internal Account Managers

● Key Account Management

● Daily reports and Backorder reports

● Product Management, Getac

● Internal and Vendor support

● Process Email, Phone, Online and License orders

● Customer Account Evaluation and creation

*Synnex is a very large, international company, that was a great place to work for. I left them, as I was offered a new role, with more responsibilities, in a smaller business, that Synnex could not offer me.*

***Vital Office Sales Support February 2012 to February 2013 (maternity leave position)***

● Account management

***●*** Onsite customer visits

***●*** Order processing, Phone and email

● Obtaining new Customer

***Child care cook Play n Grow Early Learning Centre and Kindergarten June 2009 to February 2012***

● Menu Writing, with children’s dietary requirements met

● Cooking hot lunch, Morning and Afternoon Teas

● Weekly shopping

***Hewlett Packard ­ Case Management November 2007 to May 2009***

● Customer calls ­Communicating with technicians onsite, and customers ­

● Case logging/ Creating ‐​Parts ordering

***Hungry Jacks Restaurant Manager January 2004 to July 2007***

● Stock control/ Stocktake

● Banking

● Opening and closing the store

● Staff rosters

● Performance reviews

April 1998 to January 2004, Various Chef, Pasty Chef, and Apprentice roles.

**Education**

2001 Qualified Chef

Certificate 1,2 & 3 commercial cookery 2008 Working With children’s check 2008 Victoria Police Check 2008 CPR and First Aid level 1 2008 Anaphylaxis Training

**Referees**

Natahsa Hartnett- Former Operations Manager Solution One/ Edunet

0400 606 632

Sharon Chen – Synnex Australia National Sales Centre Team Leader

0402 402 676

Ahmmad Issa­ -Synnex Australia Commercial Manager

0431 397 231