**RESUME**

**NAME:** Susan Mueller

**ADDRESS:** 8 Neesan Crt

Hampton Park, Vic, 3976

**DATE OF BIRTH:** 17 May, 1971

**PHONE NO: M:** 0437944494

**H:** (03) 97 999 208

**EMAIL:**  suemueller@bigpond.com

**EMPLOYMENT HISTORY:**

2019 - Ikon Services

2016 – 2019: Amart Sports/Rebel Sports

2014 – 2016: Amy’s Cleaning

2011 – 2014: Sexyland

2010 – 2011: Glenn Soall Contracting Pty Ltd

2008 – 2010: Ashton Townhouse/Brandy’s Restaurant

**WORK SKILLS:**

Telephone enquiries, Customer service, Customer orders, Click and Collect Orders, Cash Handling, Bank Duties, Balancing of registers, Working within budgets, Stock Control and Rotation, Faulty Returns, Clerical Duties, Competent Typist, Liaising, Food Service, Cleaning-including the use of floor polishers, stripping and sealing polished floors, Laundry, Motel check-ins and check-outs, Motel Reception, I have also worked in the medical field so understand and practice confidentiality.

**QUALIFICATIONS:**

Diploma of Management

Certificate III in Business Course

Working with Children’s Check

Current Police Check

RSA Certificate

Certificate II and III in Asset Maintenance (Cleaning Operations)

OH&S Aware

Current Drivers Licence

Understand and practice confidentiality

**PERSONAL ATTRIBUTES:**

Honest, Reliable, Professional, Team Worker, uses Initiative, Able to multitask and prioritise, Ensure work accuracy, Highly motivated, Trustworthy, Friendly, Punctual, Tactful

**INTERESTS:**

Sport, Playing Netball, Crosswords and other puzzles, Reading, Walking, Gardening, Spending time with my family