

CAROLINE BEZZINA

Date of Birth: 1st April 1993
Email: carolinebezzina@outlook.com
Phone: 0402 377 116
Address: 60 Cullens Road,
Punchbowl 2196

Skills:

- Customer service focused
- Excellent written and verbal communication
- Able to prioritise and meet deadlines
- Works well as part of a team and individually
- Able to work under pressure
- Outstanding attention to detail
- Competent in web and programming
- Proficient in Microsoft Office
- Adaptable to change and able to learn quickly
- Experience with database systems
- Reliable with confidential information
- Over 60 words per minute typing speed with above 90% accuracy

Education:

2012 – Present

Bachelor of Information and Communications Technology
Western Sydney University
(transferred from Queensland University of Technology in 2013)

2011

Information Technology Certificate IV (Websites) (Design)
Padstow TAFE Sydney

2010

Higher School Certificate
Bethany College Hurstville Sydney

Extracurricular Activities:

2015

- Placed 3rd in the Western Sydney University Video Games Development Competition
- Participated in the Women in Science and Engineering (WiSE) Program at Western Sydney University

Voluntary Work

2014 – 2015

Web Developer – Nutrition Care Services

Built and maintained the website available at
<http://www.nutritioncareservices.com.au/>

2014

Administrative Assistant – Nutrition Care Services

Duties included:

- Faxing
- Data entry for tax purposes and patient records
- Phone and internet marketing
- Researching
- Basic software maintenance

2012

Web Developer – Refresh Cleaning

Built the website available at
<http://www.refreshcleaning.com.au/>

Employment History

April 2012 – March 2013

Administrative Assistant – Guardian Childcare Alliance

Duties included:

- Data entry for customer records (using QikKids database)
- Filing
- Archiving
- Sorting mail
- Answering and redirecting calls
- Other general office duties

November 2010 – April 2011

Factory Hand – Patti's Hire Pty Ltd

Duties included:

- Reading customer order forms
- Preparing the order by the deadlines
- General factory duties

October 2009 – August 2010

Cashier – Pizza Hut Beverly Hills

Duties included:

- Taking customer orders
- Preparing orders
- Presenting orders to customers

References available upon request.