Address: 22 Shakespeare Street

Campbelltown

Age: 26

Mob: 0416265311

Email: nicole.garner2904@gmail.com

Nicole Acton-Garner

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| SUMMARY |  | I’m passionate about a career in reception and business administration because I like to have direct contact with customers and work within the office team. I have excellent organisational, time management and communication skills. |
| Work History |  | **BUSINESS SUPPORT OFFICER,** Full time (Moran Health Care Group) August 2016- February 2017  **PRESCHOOL TEACHER,** Part time(Dalmeny Long Day Care and Preschool) January 2016- July 2016  **RELIEF TEACHER,** Casual Relief (ACT Government schools)2014- 2016  **CUSTOMER SERVICE TEAM LEADER**, Full time (Kmart, Queanbeyan) 2012-2013  **ROOM LEADER**, Full time (Go Kindy Childcare Centre, ACT) 2012  **CHILDCARE ASSISTANT**, Casual (Totom House Multicultural Early Childhood Centre, ACT) 2011-2012  **BEFORE AND AFTER SCHOOL CARE/ TEACHERS ASSISTANT,** Casual (Catholic Education Department) 2009-2011  **SHOP ASSISTANT,** Casual (Edge Cards and Gifts, ACT) 2010 – 2011    **RETAIL TEAM LEADER,** Casual (Newsexpress, ACT) 2010 |
| Education |  | BUSINESS ADMINISTRATION-CERTIFICATE III, TAFE NSW, 2016 - 2017Bachelor of Teaching, University of canberra, 2009 - 2014 |
| References |  | **Mr Craig Brush,** Supervising Manger-Moran Health Care Group  **Mobile:** 0403 824 804  **Mrs Sharon Runoff,** Purchasing Manager- Moran Health Care Group  **Mobile:** 0424 094 915 |