To whom it may concern,

I’d be a great fit for this position because I’m passionate about a career in administration. I have an outstanding work ethic, fantastic organisational skills, and an excellent phone manner. I really enjoy working as a member of a team and I’m self-motivated.

I’ve recently made a career change from to teaching to administration and it’s something that I’m glad I did. I completed by degree in teaching in 2014 and worked as a teacher for approximately 2 years – from this career I bring honed communication skills, organizational skills and the ability to think on my feet.

In 2016 I worked in the role of receptionist as well as business support officer to the rest of the office. My daily duties included collecting and distributing mail, answering the telephone and emails, greeting visitors to the office, scanning and filing, ordering stationary supplies, preforming personal errands for the owner, banking and supporting staff in any way needed.

I am highly educated having completed a university degree and, recently, a certificate III in Business Administration. I am keen to do further study in my own time to upskill and improve myself. I am competent in the use of computers and several register systems. I am proficient with Microsoft office programs, specifically - word, excel, power point, publisher and outlook. I am familiar with MYOB and am able to learn new systems easily.

If you have any questions please call me on 0416 265 311. I would welcome the opportunity to meet with you personally to discuss the skills I can bring to this role.

Kind regards,

Nicole Acton-Garner

Address: 22 Shakespeare Street

Campbelltown

Age: 25

Mob: 0416265311

Email: nicole.garner2904@gmail.com

Greg Acton

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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. I discovered that a career in reception was for me whilst employed as a teacher, as I could see that a career in reception would more acutely target the things I enjoyed about teaching – organizing, planning, liaising with stakeholders. |
| 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- December 2015  **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 |
| 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 |
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