

JESSICA BLACKMAN

Melbourne

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Profile

Coder Academy graduate with experience in web and software development. Confident in using Python, JavaScript, React, Node/Express, Flask, HTML and CSS. I am looking for a career change and have completed my 10-month bootcamp course. Excited to get in and use the skills I have developed to assist in projects and collaborate with the team.

Education Overview

April 2024 – Current

Coder Academy Bootcamp

Employment Overview

January 2024 – Current

APT Luxury Travel – Pre Departure Service Consultant

- Provide exceptional service through checking and then sending out documentation
- Maintain effective and efficient work processes and procedures
- Effectively communicate with internal and external stakeholders
- Efficiently pack and send out merchandise

December 2023 – January 2024

One-Step Marketing and Promotions – Brand Ambassador

- Encourage customers to spend
- Promote campaign

October 2023 – November 2023

Traffic Radius – Receptionist

- First point of contact for all incoming calls and enquiries
- Events management in planning and organising company events
- Shortlisting and scheduling applicants in for an interview
- Travel arrangements: booking flights, accommodation and managing travel arrangements for Manager and Director
- Keep kitchen stocked and meeting rooms presentable

August 2023 – October 2023

The Hotel Windsor Cricketers Bar – Food and Beverage Attendant

- Server food and beverages to customers
- Complete opening shifts of the bar
- Cash handling

July 2023 – August 2023

Castlerock Property – Admin Assistant

- Assist in developing tenant user guides for commercial buildings
- Monitor and maintain compliance on the BOSS Portal

May 2023 – June 2023

Civic Transport – Customer Service Representative

- Excellent communication skills with the ability to build good relationships with people
- Demonstrate the skills to thrive in a fast paced, ever-changing environment whilst striving to meet your KPI's in a positive, enthusiastic manner
- Enter in accurate data to complete bookings

July 2022 – February 2023

Pride Promotions – Salesperson

- Experience in direct sales and marketing specialising in Event Sales and Promotions sector
- Passion for customer service and making it an experience to remember
- Set and hit targets for the campaign and team
- Training and development to upkeep a competitive edge to achieve goals

November 2021 – July 2022

Colliers International – Accounts Administration

- Reconcile bank statements and general ledger accounts
- Prepare financial reports and analysis as required
- Completed month end and assisted with yearend closing processes
- Invoice generation and receivable management
- Ad-hoc tasks

July 2021 – November 2022

Cootharinga NQ – Disability Support Worker

- Providing practical assistance with living and life skills
- Take clients to community services/social activities
- Implementation of behaviour management strategies

November 2020 – July 2021

Nicholson First National – Property Manager

- Property condition reports
- Interim inspections, final inspections
- Liaising with owners and tenants,
- Reporting maintenance
- Bond lodgements and bond refunds
- Maintaining rental arrears,
- Renewing agency agreements
- Renewing lease agreements,
- Showing properties to potential tenants
- Maximising rental returns for owner

February 2019 – November 2020

Nicholson First National – Assistant Property Manager

- Scheduled property inspections for the property management department - routine inspections
- General administration, answering phones, responding to enquiries in a timely manner
- Documentation according to RTA processes (GTA's, Bond Lodgements, Entry Notices etc)
- Advertising New listings
- Maintained property compliance and regulation spread sheets (Smoke alarms)

February 2018 – November 2019

Nicholson First National – Receptionist (Administration & Office Support)

- First point of contact for all customers and visitors, providing first class hospitality and greeting in a professional and engaging manner both face-to-face and over the phone
- Processing applications and references for tenancies
- Administration duties – including distribution of mail, ordering supplies, service banking and assisting other departments as required

- Setting and maintaining a high level of cleanliness and housekeeping throughout the real estate

February 2017– November 2018

Fasta Pasta – Waitress

- Cash handling
- Completed open and close shifts
- Order taker
- Cleared tables
- Bartending
- Table service

October 2016 – April 2017

Max Brenner – Crew Member

- Dessert maker
- Kitchen hand and order taking
- Waited and cleared tables
- Cash handling

May 2016 – October 2016

Wombungi Cattle Station – Cook

- Cooked meals
- General tidying of the camp area
- Assisted where needed when jobs were complete

December 2013 – May 2016

McDonalds – Crew Member

- Cash handling
- Order taking
- Food handling
- Drive through service
- Drinks & dessert maker
- Café skills (Barista, food prep and stock)

Referee Upon Request

Extra Information

- Current RSA
- Current driver's license
- Car