Before and during my TAFE studies I worked casually as a Sandwich Artist at Subway Restaurant. My responsibilities in this role included providing face-to-face customer service and assisting on store management. After completing my TAFE studies, I worked two part-time jobs: gaming attendant, bartender, food and beverage attendant at the Newnham Hotel and customer service assistant and stock control assistant at Coles Supermarket. These positions have given me key employability skills while also allowing me to experience working in a professional and fast-paced work environment.

With regard to my ability to meet the specific requirements of this job:

* Customer Service: Worked for more than five years in a face-to-face customer service environment providing customer service at registers, lay-by counter and on the retail floor.
* Reception duties: Responsibilities at Subway Restaurant and Newnham Hotel included answering incoming phone calls and assisting customers with phone-based enquiries.
* General Administration: Performed administration duties at Newnham Hotel such as data entry, banking, reporting and written communication. Accumulated a solid level of administration and technical support experience.
* Barista Skills: Certificate III in Hospitality has provided training in the use of coffee machines and making various café-style coffees. Hands-on practical experience of making coffee has gained while working at Newnham Hotel.