

CHRISTINA KALYVAS

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Summary

Independent and organized worker with strong time management skills. Detail-oriented and able to learn new tasks quickly and efficiently.

Skills

- Fast learner
- Able to work independently and as part of a team
- Time management
- Excellent multi-tasker
- Responsive Web Design
- Using API's
- React.js
- Bootstrap
- Javascript
- Wireframing
- Prototyping
- Usability Testing
- Using Figma
- Mathematical aptitude

Certificates

- Bachelor of Science
- Diploma in Languages (Japanese)
- Junior Front-End Developer (Diploma)
- Google UX Designer (Certificate)

Experience

Sales Assistant

Hello Willow

2017-2018

Elwood, VIC

- Serving customers
- Restocking
- Cleaning and organizing the store
- Sending out online orders
- Receiving stock
- Entering stock into the system

After School Program Teacher

Young Engineers

2019-2021

South Melbourne Suburbs, VIC

- Teaching children from ages 3 to 5
- Managing up to 12 children at once
- Communication with both children and parents
- Retaining the attention of young children whilst also teaching them

Sales Assistant**Hush Puppies**

- Serving customers in person and over the phone
- Keeping the store clean, restocked and organized
- Receiving stock
- Sending and receiving online orders
- Cash handling
- Opening and closing the store

2019- present
Westfield Southland, VIC

Admin & COVID Receptionist**New Street Medical Centre**

- Faxing, filing, and scanning documents
- Use of the Pracsoft system
- Checking in and booking in patients
- Answering phone
- Receiving payment

2021
Brighton, VIC

Education and Training

High School Diploma

Wesley College
ATAR of 93.35

Completed 2016
Melbourne, VIC, Australia

Bachelor of Science: Science

University of Melbourne

2017-2021
Parkville, VIC, Australia

Diploma in languages: Japanese

University of Melbourne

2017-2021
Parkville, VIC, Australia

Japanese Language

Genki Japanese and Culture School Tokyo
Studied Japanese Language at GenkiJACS from 02/2018 to 06/2018

2018
Shinjuku-ku, Tokyo-to, Japan

Certificate in UX Design

Google
Completed online via Coursera

2023
Online

Diploma - Junior Front-End Developer

SheCodes
Completed online

2024
Online