

MARIE DEL BORRELLO

09/09/1998

CONTACT DETAILS

2/28 Willespie Drive Pearsall, WA 6065

0423 494 315

marie.delborrello1@gmail.com

PROFESSIONAL PROFILE

I am seeking employment where I can gain experience to use for future careers. I'd also like to work in a professional environment that allows me to become independent and confident.

- I have developed communication skills which allows myself to co-operate well with individuals.
- I have highly developed software skills which makes me proficient with I.T, computer devices and software's.
- I am a hard-working person who can be relied upon and will provide great customer service by creating a positive environment to work within.
- I pay close attention to detail and will complete all tasks allocated to me in a timely manner.

EDUCATION

University of Western Australia

Accepted into Coding School 2019 (Commencing September).

Curtin University Bentley.

- Bachelor of Commerce
Majoring in Economics and International Relations. (3-4 year course).

Bachelor of Applied Science - Interior Architecture 2017 (Curtin Bentley), withdrew mid-year 2017.

Mercy College - Year 12 completed 2016.

- Certificate for top performing student in Visual Arts.
- ATAR score: 75

EMPLOYMENT HISTORY

Nexus Australia, Belmont

Administration, 2019 – Current

I started working at Nexus Australia at the start of 2019. The type of industry I currently work in has really developed my interpersonal skills as I constantly deal with customers.

I am in charge of curating purchase orders, invoicing customers, dispatching products and organising deliveries. I answer customer inquiries. Importing and exporting products to and from overseas/interstate.

I manage office supplies and stock; I prepare reports and work with the director of Nexus Australia. Compile monthly expense reports on excel datasheets. I am the admin of logistics, keep track of packages being received and sent out. I dispute incorrect charges placed on the company and handle insurance claims.

I am highly proficient in IT, Microsoft office and XERO. I can learn new programs at a fast pace as I am technologically inclined.

Marangaroo Pizza, Girrawheen

Team member, Jan 2015 – Jan 2019

I was working at Marangaroo Pizza for the past four years. The hospitality environment has allowed me to grow as a person as well as teaching myself how to interact, be engaging and complete tasks under pressure. From this work experience I have learnt to work in a fast paced environment while still maintaining customer service.

Main roles include:

- Assistant to the boss, a managerial role.
- Preparing and cooking meals.
- Taking phone orders and serving customer directly.

Lincoln Nail Studio, Morley

Assistant Beautician, Nov 2014 – Feb 2015

Customer service is the most vital skill needed when dealing with clients within the workplace. Treating people with respect and being welcoming will give the client a more enjoyable experience. Great customer service is vital in making clients return.

Main Roles include:

- Working at the front desk as a cashier, processing any transactions, customer service. Cleaning of basins, tools and shop property. Interaction between customers with phone bookings, purchases and complaints.
- Developed communication skills by engaging with different customers, it allowed me to be more confident when talking to people I don't know.

REFERENCES

Tevfik Irem
Owner of Marangaroo Pizza
0421 990 821

Ashton White
Head of Year – Kolbe College
(08) 9592 1500