

## Nicole Sue Lynn Leaw

Highett, 3190 / 0431 638 831 / [nicoleleaaw@gmail.com](mailto:nicoleleaaw@gmail.com) / [LinkedIn](#) / [ONLINE PORTFOLIO](#)

### Summary

*Current university student seeking job experience and skills following graduation.*

Highly motivated, friendly individual who is eager to learn, acquire new skills and work hard. Mature and compassionate 22 year old with good interpersonal and communication skills. Excellent teamwork as developed and demonstrated through group assignments to various prior work experiences, and contributions in the school and local community. Key strengths are an attention to detail, an enthusiastic learner, hard worker, and a team player.

### Key Skills

- Proficiency with Adobe products: Substance, After Effects, Indesign, Photoshop.
- Video editing with After Effects, Premiere Pro, DaVinci Resolve.
- Audio editing with Audition, Reaper, Audacity.
- In depth 3D program knowledge: Autodesk Maya, Mudbox, Adobe Substance Painter, Unity.
- Customer service and teamwork from prior work experience.
- Patience and conflict resolution from retail work history.
- Sales skills, customer relations.
- HTML and CSS experience
- Website design and creation
- UX and UI skills
- Website prototyping, testing for accessibility
- Knowledge of Figma, Axure RP, creation of wireflows.
- Illustration and design proficiency using Clip Studio Paint, Photoshop.
- Problem solving from both work and education.
- Team leadership, senior position at work and project leader experience in university projects.

---

### Work Experience

*Ray-Ban*, Chadstone, 18th Nov 2019 → Present

- Senior staff member, provides excellent customer knowledge with deep product and management knowledge. Ability to dispense optical services, understanding of optometry to suggest the best fit for customer demands and requirements.
- Managerial tasks, quality control of optical glasses, remaking orders, assisting with stocktake, inventory management, and general organisation, maintaining and merchandising product.

*Nene Chicken*, Chadstone, Dec 2018 → May 2019

- Worked as a part-time cashier and food packer for 5 months. Involved in cash management, cleanup, and stock management.

*Breadtop*, Southland, Nov 2017 → Feb 2018

- Worked as a casual cashier and general kitchen hand for 3 months, over the Christmas holidays. Involved in cash management, waiting tables, and cleanup.

*BonBons Bakery*, Southland, Aug 2016 → Feb 2017

- Worked as a part-time cashier and barista for 6 months. Learned basic coffee skills, cash management, waiting tables, cleanup, and how to work a cash register.

---

## Education

- *Bachelor of Design and Bachelor of Information Technology*, Monash University, 2019 → 2023
- *The Victorian Certificate of Education (VCE)*, McKinnon Secondary College, 2012 → 2018

## Personal Attributes

- *Interpersonal skills and verbal communication* = Recognised ability to communicate with a range of individuals from different backgrounds. Demonstrated through resolving and management of prior workplace conflicts.
- *Collaborative team member* = Ability to collaborate with peers on team assignments and projects, in both education and working fields.
- *Reliability* = Commended reliability as a team member, punctual and responsive to communication and demands.
- *Honest* = Strong personal morals and ethics ensure complete honesty and transparency. Also demonstrated by managing cash count and sales at fundraisers and events in the school community.

## Volunteering Engagements

### *Volunteer work in the Compass Community Care Canteen*

- Providing free weekly meals for the disadvantaged in Glen Eira Council. Involved in food handling, unpackaging and meal preparation. Volunteering from 2018 to 2020.

### *Involvement in school community events*

- Supporting the 24/7 Run for the State School's Relief, Athletic and Swimming Carnivals, as well as assistance in running food stalls to raise funds for the Leukaemia Foundation, and inter school programs. Yearly participation from 2013 to 2018.

---

## Achievements

### *House Captaincy*

- Ormond Primary School, 2012

### *Entry into the Enhanced Learning for Maths and Science (ELMS) program*

- McKinnon Secondary College, 2013 to 2018

### *General Academic Excellence award*

- McKinnon Secondary College, 2013

### *Recognition and acknowledgement for excellent work ethics and academic achievement*

- McKinnon Secondary College, 2016

### *Display of 3D characters for Monash Open Day 2019*

- Monash University, 2019

---

## Referees

### Candice Savedra

- Store Manager,  
Ray-Ban Chadstone  
04 3584 9119  
candice.savedra@rayban.com.au

### Mee Noi Teo

- Coordinator,  
Compass Community Care Canteen  
04 3205 7205  
canteen@compasscare.org.au