

# Lucy Chambers

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## Work Experience

### Charcoal Clothing, Kedron QLD

**Warehouse Assistant** | November 2023 – Current

- Picking, packing, labelling, and dispatching online orders.
- Handle receipting, counting, allocating and putting away stock.
- Processing returns orders.
- Ability to prioritise workload and meet deadlines.
- High organisation and time management skills.

### Chambers Constructions, Townsend NSW

**Admin** | August 2019 – Current

**Traffic Control** | August 2019 – August 2020

- Currently working remote doing admin tasks.
- Processed payroll for 30 employees using MYOB.
- Processed invoices and expenses.
- Data entry and reporting.
- Safely navigated traffic through work sites.

### Calypso Holiday Park, Yamba NSW

**Receptionist** | September 2020 – May 2021

- Arranged bookings, and checked in and out guests RMS.
- Handled phone calls and emails.
- Opened and closed the store.
- Organised housekeeping schedules.
- Ran children's activities during school holidays.

### Stanford's Pharmacy, Maclean NSW

**Pharmacy Assistant** | February 2019 – July 2019

- Assisted customers with product enquiries.
- Managed phone calls.
- Closed the store.
- Performed home deliveries.
- Restocked and labelled products and shelves.

## Education

**Bachelor of Science** | July 2022 – Expected graduation June 2026

- University of Queensland, Australia.
- Extended Major in Computer Science, Minor in Psychology.

**Certificate III, Business Administration** | December 2019

- Proficient in delivering and monitoring services to customers.
- Skilled in designing and producing business and digital text documents and spreadsheets.

**Statement of Attainment, Executive Assistant Organisational Skills** | August 2020

- Proficient in organising meetings, planning, and managing conferences and business travel.
- Skilled in managing business document design and development.

**Statement of Attainment, Complex Word Processing and Spreadsheets** | April 2020

- Skilled in designing and developing complex text documents using word.
- Skilled in developing and using complex spreadsheets using excel.

**Statement of Completion, Responsible Service of Alcohol** | August 2020

**Statement of Completion, Traffic Controller + Implement Traffic Control Plans** | July 2019

**White Card** | July 2019

**Full Drivers Licence** | December 2021

## Skills

Proficient in Microsoft Office.

Strong attention to detail.

Highly organised and adaptable.

Typing speed: 62 words per minute.

Basic proficiency in Python, Java, HTML, CSS, JavaScript, and C.

Familiarity with React Web and Native.

## References

Available upon request.