

Christina Le

Lockridge, WA | Phone No. 0497 734 448 | Email/LinkedIn: Christina.Le03@outlook.com

Education

Graduated from Mercy College, Koondoola, in 2021. Achieve Highschool Diploma.

Skills

Technical

- Microsoft Office: Word, PowerPoint, OneDrive, Outlook, Excel and OneNote.
- Google Drive, Docs and Sheets.
- Adobe Creative Suite: Photoshop, Illustrator, InDesign Acrobats.
- Beginner in HTML and CSS.
- Driver License C-Class Automatic.

Languages

- Vietnamese (Native/Intermediate) and English (Advanced/Fluent).

Experience

Gem Dessert Bar

Morley

Barista

February 2023 – Present

- Promoted customer satisfaction and loyalty by offering reliable assistance to clients looking for products and making other inquiries.
- Check Invoices before opening the store and counting the transaction and payments during closing hours.
- Follow instructions received, making correct barista beverages to ensure customer satisfaction.

Invibe Communication

Osborne Park

Sales Associate

October 2022 – November

- Drives sales through the engagement of customers, suggestive selling, and sharing knowledge about charity (client).
- Problem-solve and respond accordingly to any customer's enquiry about the charity's sponsorship.
- Managing sales (donation) transactions accordingly whilst ensuring customers understand the process.
- Inform clientele by notifying them of preferred customer sales and merchandise of potential interest.

Radiance Nail Salon

Morley

Receptionist

August 2022 – Present

- Counted the cash in the register before and after shift and resolved any accounting differences
- Assisted customers find the products they needed, completed purchases, and registered them for loyalty programs.
- Processed point-of-sale transactions during high-traffic days via checks, e-wallets, and debit/credit cards.
- Promoted customer satisfaction and loyalty by offering reliable assistance to clients looking for products and making other inquiries.
- Assure the logbook of sales and transaction is up to date and is not missing any payment from customers.

Saigon Palace

Clarkson

Food Service

August 2021 – January 2022

- Adhered to rules concerning uniform and cash register handling.
- Examine and inspect items and report any damage to the supervisor.
- Enforce the restaurant's cleanliness and be orderly, adhering to set tasks.
- Assign card and cash payments from customers for their orders correctly over 150 customers daily.
- Processed point-of-sale transactions via check, e-wallets, and debit/credit cards during high-traffic days.

References upon request.