

Tayla Rechichi

EDUCATION

- Information and Computer Systems Certificate (Completed at Camosun College)
- Full-Stack Web Development Certificate (Completed on Udemy)
- Currently completing a Diploma in Information Technology at TAFE.

ACHIEVEMENTS

Placed on the Dean's Honor Roll twice at Camosun College for achieving a GPA above 8.0

REFERENCES

Available upon request.

WORK EXPERIENCE

JUL.2024-PRESENT

ANDIAMO

SYDNEY, NSW

Receptionist

- Answer phone calls and manage takeaway orders.
- Ensure accurate processing and timely preparation of orders for pickups or deliveries.
- Coordinate and track delivery orders
- Assist with other tasks such as running food and resetting tables.

AUG.2023-JUNE.2024

THE OLD SPAGHETTI FACTORY

VICTORIA, BC

Server

- Serve dishes and beverages in a timely manner.
- Check on guests to ensure satisfaction and comfort.
- Coordinate with kitchen staff to ensure accurate and timely order preparation.
- Maintain knowledge of the menu and specials.

AUG.2020-JUN.2023

CAMPUS AUTO GROUP

VICTORIA, BC

Accounting Assistant

- Processing, verifying, and posting receipts for goods sold or services rendered.
- Processing and recording transactions.
- Maintaining records regarding payments and account statuses.
- Monthly calls to vendors with overdue invoices and collecting payment.
- Preparing bills receivable and bank deposits.

NOV-2019-AUG.2020

CAMPUS ACURA

VICTORIA, BC

Inventory Clerk/ Receptionist

- Stocking new and used inventory into the system (PBS).
- Providing administrative support to sales and financial departments.
- Edit the dealership's website to reflect the current inventory, updating vehicle listings with accurate information, pricing, and descriptions.

APR.2017-NOV.2019

SUTHERLAND DENTAL

SYDNEY, NSW

Dental Assistant

- Providing instrumentation by sterilizing and delivering instruments to treatment area.
- Positioning instruments for dentist's access, suctioning patients, passing instruments, and processing dental X-Rays.
- Providing information to patients and employees by answering questions and requests.