

Kirsten Jobseeker

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Career Objective

To obtain an entry-level position in administration that utilises my computing and organisational skills while enabling me to learn about a business from the ground up.

Skills Summary

- Excellent written and interpersonal skills
 - Demonstrated ability to work co-operatively in teams
 - Confident user of MS Word, Excel, PowerPoint and Access
 - Extensive experience in handling customer complaints.
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Education

Tertiary

2004 **LaTrobe University - Melbourne**
Currently completing first year of Diploma of Information Technology

Secondary

2003 **Melbourne High School - Melbourne**
Victorian Certificate of Education

Employment History

February 2001 – December 2003 *Secretary (part-time), Altona Netball Club, Altona*

Responsibilities:

- Taking minutes of weekly meetings
- Composing and typing outgoing correspondence
- Actioning incoming correspondence
- Organising mail-outs to members

Achievements:

- Memberships increased by 10% following mail-outs
- All in-coming mail dealt with within 7 days of receipt.

February – December 2000 *Customer Service Assistant (part-time), Target, Brunswick*

Responsibilities:

- Serving customers at the cash register
- Dealing with customer complaints when products returned
- Explaining different features of products to customers
- Helping customers with location of products

Achievements:

- ‘Employee of the month’ May, July & October 2000 (based on customer nomination).

Interests and activities

Meeting new people, computing, public speaking and netball.

Foundation member of Altona Netball Club 1996 – 2004.

Referees

Mrs Kay Nebitt
President
Altona Netball Club
(03) 9878-1234

Mr John Hawkins
Manager
Target, Brunswick
(03) 9786-4565
