

CAREER OBJECTIVE

As a self-motivated and achievement orientated professional, I take responsibility for achieving outcomes with integrity, meeting targets, mentoring and leading by example. I am reliable, diligent and possess a strong work ethic, with the desire to make my career and life a success. I am goal and team oriented; and recognised as working effectively and efficiently with both internal and external clients.

DEMONSTRATED SKILLS & ABILITIES

Communication

- Strong written and communication skills.
- Highly developed research and analytical skills
- Excellent communication and interpersonal skills with extensive experience establishing and nurturing relationships with people at all levels.
- Provide professional and courteous customer service, handling enquiries and problems
- Ability to actively work autonomously or as part of a team to establish and achieve common goals.
- Train and mentor new staff.
- Committed to adapting and responding to changing environments.
- Committed to undertaking further training with the ability to acquire new skills quickly and easily.
- Bilingual (Greek)

Computer Skills

- Microsoft Office – Word, Excel, PowerPoint
- MS Outlook
- Internet Explorer

Organising & Planning

- Outstanding ability to organise and use time effectively.
- Attention to detail and ability to prioritise in a fast pace environment.

PERSONAL ATTRIBUTES

- Rise to challenges
- Possess and encourage a growth mindset
- Enthusiastic and conscientious
- Punctual and present in a professional manner at all times
- Patient and relationship orientated
- Well organised and flexible
- Actively pursue excellence

EMPLOYMENT HISTORY

- 2017-Current **Sports in Focus**
(June-) **Event Manager**
Responsibilities:
- Equipment set up
 - Organise sports teams for photo shoot
 - Stick to strict time schedule for photo shoot
 - Keep accurate records of teams
 - Organise logistics of event
- 2013-2017 **Cue & Veronica Maine Clothing (Chadstone, Knox City and Eastland Shopping Centers)**
(November-May) **Seasonal Brand Ambassador**
Responsibilities:
- Cultivate personalised relationships with clients
 - Responsible of the VIP Cue list
 - Ability to develop relationships with clients was recognised by my manager
 - Exceeding daily sales budgets
 - Up-selling and at all times
 - Providing outstanding prsonalised client service to maximise store performance
 - Customer care to maximize store performance
 - House keeping
 - Stock management and replenishment
 - Visual merchandising
 - Unpacking and sorting stock
 - Trained and mentored new staff members
- 2011-2013 **Gumboots (aka; Pavement) children clothing and accessories (Chadstone Shopping Center)**
(August-October) **Sales Associate**
Responsibilities:
- Daily running of the store to maximise profit
 - Train, mentor and provide feedback to staff.
 - Ensure the safety of employees by providing a clean and safe store environment.
 - Client relationships and responsible for VIP clients.
 - Respond to client queries and complaints promptly.
 - Manage and motivate staff to increase sales and ensure efficiency.
 - Meet and exceed set company targets.
 - Boutique visual merchandising and maintenance.
 - Boutique administration.
 - Organise promotional materials and displays.

- 2011-2012
(April-April) **Greek Dancing Instructor**
Alphington Grammer School
Greek Orthodox Parish of "St. Nektarios"
- 2011-2008
(April-November) **Coles Supermarket**
Customer Service Assistant and MIX clothing Supervisor
- 2007-2008
(November-March) **Minx Textile Agency**
Administration
Responsibilities:
- Mail manifesting
 - Generate written correspondence to customers orders
 - Provide general administration support as required including photocopying, ordering stationary supplies, file retrieval and setting up new files
 - First point of contact for all new and existing clients
 - Greet clients upon arrival
 - Setting up meeting room
 - Manage the usage of show room

ACADEMIC ACHIEVEMENTS

- 2010-Current Royal Melbourne Institute of Technology (RMIT)
Bachelor Science (Food Technology and Nutrition)
- 2009 Royal Melbourne Institute of Technology (RMIT)
Certificate IV in Food Science and Technology
- 2008 Royal Melbourne Institute of Technology (RMIT)
Diploma of Food Science and Technology
- VCE Mount Waverley Secondary College
School Captain

PROFESSIONAL/ACADEMIC DEVELOPMENT

- 2009 Cadbury
Work Experience
Worked in Microbiology lab preparing and testing mediums and checking for bacterial growth.

REFEREES

Dennis Vergopoulos

Sports In Focus Account Manager

M | 0419 387 101

Working with Dennis for 4 months, he can attest to me being extremely responsible, well organised, work under tight time schedules and can adhere to busy time sheets whilst keeping clients happy and feeling valued.

Rouli Ricci

Cue Store Manager

M | 0402 792 440

Having worked with Rouli for 3 years, she will be able to provide feedback on my highly developed communication and interpersonal skills when dealing with staff and clients. Rouli can attest to my continual high performance in exceeding Key Performance Indicators because clients trust my suggestions and advice.

Fay Anagnostopoulos

Gumboots Store Manager

M | 0404 492 097

I worked with Fay for 2 years. She will be able to attest to my positive work ethic, my ability to manage myself and my commitment and passion for everything I undertake.

Dora Patsias

Coordinator & Language Primary School Teacher

M | 0422 606 960

I have worked with Dora for 1 year. She can provide feedback to me being self-motivated and extremely responsible. She will be able to comment on my ability to achieve consistently high standards as I always adapt to students' needs to ensure each reaches their potential.