

CURRICULUM VITAE

Elva

**Please contact JUDE Migrant Employment Co-ordinator
for further information Phone 03 535 4161**

Career Objective

I am a NZ resident and I am **seeking a full time and/or part time Customer Service/ Retail Sales position** where I can apply my **proven effective communication, cash handing skills and customer service and sales skills and experience, combined with my professional friendly and enthusiastic manner.**

Key Work Skills and Attributes

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- Successfully completed over two and half years study at CPIT in Tourism & Marketing
 - Over 4 years NZ workplace experiences in customer service roles.
 - Proven customer service skills include: Active listening, understanding and aware of the customers needs, problem solving, friendly positive and professional manner
 - Proficient Computer Skills –word, excel and word processing
 - Cash handling experience
 - Attributes: Self Motivated, friendly, reliable and hardworking

Educational Qualifications and Training

2007	Lotto Certificate NZ Lotteries Service
2004 – 2006	Diploma in Marketing CPIT- Christchurch Polytechnic Institute of Techology
2003 – 2004	Certificate in Tourism & Travel CPIT- Christchurch Polytechnic Institute of Techology

Employment History

2008 – Present	Part time Interpreter CRT-Combined Rural Traders, Christchurch
July – Sep 2008	Retail Sales- Jaycar Electronics CHCH
2006 – 2008	Check out operator & Customer Service & Lottery Sales Pakn' Save Moorhouse Ave, Christchurch
2007	Administration assistant- part-time Rokland Corporation, Christchurch

INTERESTS

Travelling, Movies, Computing, Meeting new people, Piano (Certificate of amateur pianism at level 8)

Referees

Available on request

