

Jessie James

Email: jessiejames897@gmail.com

Newcomb, Victoria 3219 Mobile: 0400 000 000

PROFILE SUMMARY

Experienced in all aspects of customer service through previous experience in hospitality and retail, regularly working in a fast-paced environment under pressure. Work well in a team, following set routines to strict WHS standards. Proficient in Microsoft Office 365, after studying online for Certificate III in Hospitality in 2018. Set up to work from home with reliable NBN internet, laptop and headset.

KEY SKILLS AND ABILITIES

- High-level customer service skills
- Driver's licence
- VCE-level written and spoken English
- Demonstrated ability to manage customer expectations and complaints in a polite and timely manner
- Competent with email, Skype and social media
- Team player
- Positive attitude and ability to learn quickly

RELEVANT EXPERIENCE

Waiter

Davidson Restaurant, Geelong
Nov 2018 – March 2020

Part-time sales assistant

Garden St Green Grocer, East Geelong
July 2016 – Oct 2018

REFEREES

Gordon Ramsay

Manager, Davidson Restaurant
Mobile: 0411 111 111
Email: gramsay209@gmail.com

Maria Brocolo

Manager, Garden St Green Grocer
Mobile: 0422 222 222
Email: nonnamaria@hotmail.com