

LAURA RIDOUT

PERSONAL INFORMATION

- Date of Birth: 4th January 1988
- Gender: Female

PREFERRED POSITION

Junior or entry level in retail or office based employment

EDUCATION

1994 -1995 Rossmoyne Primary School, WA

1996 – 1999 Somerville Rise Primary School, VIC

1998 -1999 Peer Support Leader

2000 - 2004 Mornington Secondary College, VIC

- IC Team. - Setting up and troubleshooting wireless network

PERSONAL QUALITIES

Quick learner, Tidy, Hardworking, Typing Speed: 64 WPM

Excellent 'people skills', Organised , Trustworthy

WORK EXPERIENCE

February 2004 – October 2005

Ozfix Fasteners, Mornington, VIC

Full Time Store Person

DUTIES

- Liaising with customers via phone and in person
- Ordering goods via phone and facsimile with respective suppliers
- Answering phones
- Packing and distributing product orders
- Unpacking and checking goods received from suppliers
- Filing and sorting/General office duties
- Cleaning and floor arrangement
- Preparation and banking of cheques and monies

SKILLS

- Basic knowledge of Attaché Accounting Software
- Knowledge of use of Telstra Commander Phone System
- Ability to work independently or in a team
- Ability to work under pressure and deadlines
- Competent in use of Microsoft Word and Excel
- Excellent typing skills
- Use of EFTPOS machine
- General knowledge of product range of Ozfix Fasteners

March 2005 – May 2005

Redd Living, Mornington, VIC

Casual General Sales

DUTIES

- Liaising with customers
- Customer Service
- Advertising; designing pamphlets and organizing their distribution

March 2005 – May 2005

Ridmar Data Services, Tyabb, VIC

Part Time Office Clerk

DUTIES

- Petty Cash
- Credit Card receipt recording
- Graphics Designer.
- Use of MYOB Accounting small business edition

HOBBIES

Art and drawing
Reading
Computers
General Science

REFERENCES

Travis McFarlane travis@ozfix.com.au

Ozfix Fasteners

Ph / BH: (03) 59 75 37 27

Gavin Ridout gridout@westnet.com.au

Ridmar Data Services

Ph: 0414 525 012

