**Rachel Grant**  
  
Australian Citizen

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07506 069576

**Education**   
  
**2018** **Certificate III in Information, Digital Media & Technology**   
 Tafe Queensland (current study)   
  
**2014** **Responsible Service of Alcohol (RSA)**  
 Hospitality Institute of Australasia   
 **2010 Certificate II in Community Recreation** Binnacle Training College  
  
**2008** **Certificate I in Information Technology**   
 Bremer State High School  
  
**2010** **Queensland Secondary Education accreditation**  
 Bremer State High School

**Employment History**   
  
**October 2014 – February 2019   
Administration Assistant**Independent Produce Professionals (IPP)   
Brisbane, Queensland

**Key responsibilities and duties:**

* Design brochures/advising material to promote the company and products
* Develop and implement new processes to create efficiency within the company
* Preform any ad hoc duties directed by management
* Attend and represent IPP at convention events
* Conduct meetings with managers/ suppliers
* Work with word processing, spreadsheets and database software to complete tasks
* Raise purchase orders
* Write and distribute email, letters, faxes and forms
* Liaise with customers
* Organise transport schedules
* Solve customer enquires
* Sales and upselling products
* Data entry
* Meet strict time lines
* Answer and direct phone calls as well as take requests
* Invoicing and adjustments
* Maintain filling system
* Train staff members

**August 2010 - September 2014**

**Sales Assistant**Big W   
Brisbane, Queensland

**Key responsibilities and duties:**

* Customer service
* Cash register/ EFTPOS
* Layby- point of sale, storage and retention of goods
* Operating computers
* Resolving customer questions
* Stock rotation/ display of stock
* Money reconciliations
* Store security
* Sales

**November 2009 to July 2010**

**Sales Assistant/ Barista**Ipswich Public Hospital Kiosk   
Brisbane, Queensland

**Key responsibilities and duties:**

* Customer service
* Use of Cash register
* Food and drink preparation
* Filling Stock and stock rotation
* Cleaning

**Volunteer Contributions**   
  
**Ocean Crusaders - ‘Paddle Against Plastic’ - 2018**  
Attending various events throughout the year with the aim to clean up the debris and plastic in the Queensland waterways via use of kayaks/SUPs.

**References**   
Available upon request.