

Althea Fajardo

I am a self motivated, disciplined and enthusiastic individual who exceptionally completes assigned tasks and always willing to expand my work ethics as well as being open to learning. Well spoken individual who provides exceptional customer service through my skills and abilities.

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EXPERIENCE

XS Espresso

November 30 2020 - August 31st 2022

Position - Cafe All Rounder

- Warmly welcome customers and assisting them with any issues
- Training new colleagues among different sections
- Supervising the store
- Opening/Close the store
- Completing basic math skills
- Thoroughly cleaning the store
- Actively communicating with supervisors and colleagues

MECCA Narellan

July 16 2022 - Present

- Meeting KPI goals
- Greeting customers
- Demonstrating the principles of MECCA
- Restocking and cleaning display stands
- Undertaking required training
- Effectively interacting with zone manager and colleagues

EDUCATION

Magdalene Catholic College *High School Certificate*

2018 - 2020

The University of Western Sydney *Undergraduate*

2021 - 2021

Bachelor of Health Science (Sports & Exercise Science)

The University of Notre Dame *Undergraduate*

2022 - Present

Tertiary Pathway Program, Bachelor of Nursing

SKILLS

Customer Service

POS System

Cash Register

Effective communication

Time Management

Fluent in Tagalog

Teamwork

QUALITIES

Reliability

Friendliness

Resilience

Attentive

REFERENCES

Hazyl Guerra - Santa Sofia

Librarian Technician

guerrah70cfc@gmail.com

Matthew Dowdell - Duke of

Edinburgh's Award Coordinator

HSIE Teacher

P 4631 3300

VOLUNTEER WORK

Youth For Christ Australia 2017 - Present

- Speaker
- Sharer
- Discussion Group Leader
- Planning activities collectively with supervisor