

Zara Mejias

Resume

Skills & abilities

Strong team-building skills with exceptional organizational and project management skills. Excellent communication and interpersonal skills. Proficient in project management software.

Communication

Excellent written and verbal communication skills. Proven ability to communicate complex ideas and concepts to diverse audiences.

Seeking a challenging opportunity in which I may apply my skills and knowledge in a new role and to gain new abilities and become a more well-rounded employee.

Education

St George & Sutherland Community College	Aug 2023 - Present
Diploma of Community Services	
Mindanao Medical Foundation College	May 2018
Dentistry	

Experience

Dental Assistant	Aug 2023 – Present
Bowral Street Dental Practice, Bowral 2576	
<ul style="list-style-type: none">- Enhance patient comfort by providing gentle and thorough dental cleanings- Assists dentists with complex procedures, ensuring optimal patient care and treatment outcomes.- Maintain a clean and sterile work environment to prevent cross-contamination and infection.	
Work Placement	May 2024 – Aug 2024
Adventist Development and Relief Agency (ADRA), Macquarie Fields	
<ul style="list-style-type: none">- Assists clients in providing services such as:<ul style="list-style-type: none">– Emergency food relief, Counselling, Homelessness support, Domestic violence support, Case management, Working Development Order (WDO), Faith-based fellowship, Art therapy, Empowering women's connection groups	
Administrative Staff Officer	Oct 2019 – April 2023
City Government of Davao, Davao City, Philippines 8000	
<ul style="list-style-type: none">- Enhance team productivity by providing ongoing professional development opportunities and regular performance feedback.- Ensure smooth daily operations with timely completion of all essential administrative tasks and responsibilities.- Maintain accurate record-keeping systems to ensure easy access to critical information for decision-making purposes.- Manage complex calendars, coordinating meetings and appointments to maximize executive availability and effectiveness.- Assist in the development of strategic plans to achieve company objectives while maintaining a focus on excellent customer service delivery.	