**Marion Desiree**

50 Lantern Street  
Grenadine SA 5555   
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**Summary**

I am a motivated and hardworking customer service officer with four years’ experience in office administration, now seeking my next career challenge.

**Education**

Grenadine Community College

Grenadine, SA

**Microsoft Office Course**  
Graduated: 2006

Pembleton High School

Pembleton, SA

**Higher School Certificate**  
> Graduated: 2005  
ATAR:83.75

**Work Experience**

**February 2006 – Present: Customer Service Assistant**  
Hoola Hoop Cosmetics

Whaletown, SA

Hoola Hoop Cosmetics is an Australian owned, medium-sized cosmetics company.

**Responsibilities:**

* Meeting and greeting clients via phone, email and face-to-face
* Responding to internal and external enquiries
* Assisting with data management
* Handling invoices
* Performing general administrative duties

**Achievements:**

* Helped company transition to an online filing system, reducing filing errors by 85 per cent
* Launched annual makeovers for the homeless campaign to raise money for the homeless and maintain company’s social responsibility

**May 2004 – June 2005: Chip Fryer & Patty Flipper**  
Big Mama’s Burgers

Grenadine, SA

**Responsibilities:**

* Frying French fries
* Cooking meat patties

**Achievements:**

* Was employee of the month five times
* Reduced chip wastage by 15 per cent

**Skills**

|  |  |  |
| --- | --- | --- |
| **Software** | **Proficiency** | **Yrs experience** |
| Outlook | Advanced | 4 years |
| Word | Advanced | 8 years |
| Excel | Advanced | 6 years |
| PowerPoint | Intermediate | 5 years |
| Epicor database system | Advanced | 4 years |
| SAP database system | Advanced | 4 years |

**Interests**

I am a passionate foodie and love baking in my spare time. I enjoy making cakes and other sweet treats and have started my own food blog to document my culinary adventures. Website: www.letthemhavecake.blogspace.com

**References**

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| --- | --- |
| **Frieda Cloud** - Customer Service Manager Hoola Hoop Cosmetics **Phone:** (08) 0000 0000 **Email:** frieda.cloud@email.com | **Benjamin Pescado** - Manager Big Mama’s Burgers **Phone:** (08) 0000 0000 **Email:** bpescado@email.com |

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