**Jennifer Pike**

**7 Cambewarra Street Ruse**

**Campbelltown, New South Wales, 2560**

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| Qualifying Skills: | \*  Good communication skills | \*  Fast learner |
|  | \*  Able to work in a team environment | \*  Hardworking, honest and reliable |
|  | \*  Ability to work unsupervised | \*  Good computer skills |
|  | \* Good money handling skills. | \* Able to prioritize workloads. |
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**Employment history**

TAFE delivered Vocational Education and Training (TVET) Management Unit South Western Sydney Institute

10/2010 to 11/2018

Administration duties including

\*Data entry of Attendances, progress reports, student details

\*Liaising with schools and teaching sections

\*Liaising with students

\*Reporting to NSW Education Standards Authority (NESA)

\*Other duties as required)

Administration.

Various TAFE in the south western campus, Liverpool and Campbelltown, New south Wales.

10/2007 to 10/2010

Worked in an Administration capacity roles.

\* Typing of everyday paper work

\* Assisting with other office duties.

\*Switchboard

\*Student records

\*Customer service

Call Centre operator.

Sales force. (Contracted for and on behalf of Telstra), Wagga Wagga, New South Wales.

08/2007 to 10/2007

Duties mainly consist of answering inbound and outbound calls as well as answering customer queries and advising customer of client products (Telstra).

\* Data entry

\* Customer relations

\* Assisting with other office duties.

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| Affiliations: | Lions Club of Campbelltown City 2011 to current  Current position Secretary  Board of Directors 2012 to current - Positions include 1st and 2nd year director, bulletin editor and assistant secretary.  Lions Club of Green Valley and Lions Club of Wagga Wagga, 2006 to 2008 |
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| Education: | South Western Sydney Institute Miller Campus  Certificate IV Business Administration 2011.  TAFE (open training and education network) OTEN, Distance education, New South Wales. Certificate 3, business administration., 2009  Returned services league (RSL), Wagga, NSW. Certificate of attainment, Responsible conduct of Gambling, 2006  TAFE (open training and education network) OTEN, Distance education, New South Wales. Certificate of attainment, Responsible service of Alcohol, 2006  Eastern Suburbs Learning Centre at St Basil’s nursing home, Lakemba, New South Wales. Certificate 3, Certificate III in Community Services, 2001  TAFE, Granville, New South Wales. Certificate III in Services, Working with Older People, 2000  University of Western Sydney, MacArthur, New South Wales. Certificate of Attendance, Insight into Dementia Care, 2000  Alzheimer's Association, New South Wales. Certificate of Attendance, Reminiscing and Life Review, 2003 |