

NADJA ANTONJAK
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OBJECTIVE

My career objective is to work for a progressive organisation that believes their clients are their greatest assets. I look forward to a role where I can apply my skills and experience to an organisation where high personal standards of efficiency and integrity are expected and appropriately rewarded.

SKILLS

I am an enthusiastic and productive person who takes pride in being efficient and organized. I love having my day planning and accomplishing tasks as they arise. I am seeking to expand and build on my skills and knowledge by joining your company . I am reliable, dependable, responsible and get the job done! I take pride in knowing I work well within a team environment and want to help create a work environment where people feel included, valued and motivated. But it also comforts me to know that I do not rely on anyone and if needed i can get the job done by myself.

EXPERIENCE

February 2021-current UPS

United Parcel Services(UPS)

September 2020- February 2021 SERVICE NIGHT MANAGER

By providing my best customer service experience and skills my efforts were recognized and I was offered a part time position to work as the night service manager in my store. This made me responsible for every team member in my department! Including all the other supervisors.

August 2019 – September 2020 SERVICE SUPERVISOR

In August 2019, I sought to increase my skills and was chosen for the position of Service Supervisor. I supervise a team of 4-5 staff, which includes training new staff, counting and checking tills, planning meal breaks and supporting staff to be more productive. I am required to understand the Enterprise Agreement (AG2018/750) and how it applies to my team, including scheduled breaks, hours of work, overtime, penalties and leave. I am also responsible for making sure there is adequate staff for each shift, calling in staff if others are sick. Whilst supervising my team, I also manage cash flow and excess money, take phone calls from customers and deal with dispute resolution. My focus is making sure the customers are satisfied, whilst looking after my team. It's been a new and exciting role, where I enjoy the chance to take on more responsibility.

November 2018-August 2019 **SALES STAFF**

Whilst studying years 11 and 12 I decided to apply for a casual job at the new Coles in Kirrawee. The new store was looking for enthusiastic and motivated staff to help launch the store and develop strong foundations for the staff. I commenced as a sales staff member, who was responsible for customer service, point of sale, stacking shelves, product alignment and facing-up-stock for maximum customer appeal. I worked within the deli, bakery and fresh food sections. I was responsible for managing my register till, which included counting the float, ensuring correct items were charged to the customer, calculating correct change and balancing my till at the end of the shift.

ASSISTANT COACH SHAUN HIBBERT TENNIS ACADEMY

2018

Over the school holidays I sought out a position of responsibility as an assistant coach with the Shaun Hibbert Tennis Academy. Within this role I assisted full-time coaches and mentored younger children that attended the academy. I enjoyed seeing the children develop, grow and have fun, knowing that my leadership had assisted them in their journey to becoming better tennis and team players.

2018 VOLUNTEER CHILD CARE WORKER

Through school, I volunteered to work alongside professional childcare workers for a period of four weeks. I wanted to work within this role to gain knowledge and skills working with children and the industry.

2018 VOLUNTEER AGED CARE WORKER

Through school, I volunteered to work at Hammond Care to gain experience and improve my social interactions with clients and careers alike. I really valued my time spent working with clients and seeing how my interactions positively impacted their lives. I found it really rewarding.

INTERESTS / HOBBIES

I am a member of a gym and motivate myself to attend every weekday. as well in my spare time I enjoy playing tennis. I have represented NSW in tennis and have competed in several tournaments. Staying active and productive during my spare time is important to me as it challenges me in a different physical environment while also strengthening communication and team mate skills

REFERENCE

Melanie yeo, detective leading senior constable
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