



# ALISHA JACKSON

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## Summary

I'm a passionate 20 year old ready to give anything a go, i love working with different people and engaging new ways and perspectives on group activities. I'm accountable and trusting.

## Skills

- Customer Engagement
- Account Management
- Prospecting Skills
- Customer Care
- Processing Payments
- Cash Handling
- Cash Register Operation
- Product Knowledge
- Store Organization
- Staff Support
- communication
- Privacy and confidentiality
- Patient Monitoring
- Infection control standards

## Experience

### Volunteer 10/2023 - Current

Frankston little athletics | Frankston, Victoria

- Age group manager for the little athletics
- assisted in teaching them new techniques
- provided care for injuries
- ensure safety of young children

### Salesperson 08/2019 - Current

Tooradin Bakery | Tooradin, Victoria

- Greeted customers and answered any questions they had about the stores products and services.
- Operated cash register efficiently and accurately, processed payments by cash, credit card and gift card.
- Counted money in cash drawer at the beginning of shift to ensure that amounts were correct and have sufficient change.
- Issued receipts, refunds, credits or change due to customers.
- Stocked shelves with merchandise when needed.
- Resolved customer complaints promptly and efficiently.
- Provided excellent customer service by anticipating needs, responding promptly to requests, and following up to ensure satisfaction.
- Cleaned and sanitized work areas, equipment, utensils, dishes, or silverware.
- Prepared ingredients for cooking including portioning, chopping, and storing food before use.
- Measured ingredients required for specific food items being prepared.
- Stocked service stations with food items such as condiments, salads, desserts, and beverages.
- Checked temperatures of freezers, refrigerators and heated ovens to ensure proper functioning.

### Cleaner 08/2019 - Current

Top notch cleaning | Tooradin, Victoria

- work with my grandparents when they need extra help in their business.
- Swept, mopped and vacuumed floors in all areas of the building.
- Cleaned and sanitized bathrooms, replenished supplies and cleaned mirrors.

- Dusted furniture, window sills, baseboards and other surfaces.
- Stripped, waxed and buffed floors using appropriate equipment.
- Emptied wastebaskets, replaced liners and removed trash from premises.
- Operated industrial cleaning equipment to clean carpets, rugs and upholstery.

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## Education and Training

<b>Diploma of Nursing</b> Tafe Gippsland   Leongatha, VIC	12/2024
<b>Year 12 Pass</b> Kooweerup Secondary Collage   Koo-Wee-Rup, VIC	11/2022

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## References

Below are references to my prior work experience as well as my placement locations

### **WORK**

Alissa Light Tooradin Bakery 0409182069

Robyn Jackson Top notch cleaning 0417551106

### **Placement**

Community Mental health Warragul

Southern Gippsland Hospital Foster- Acute IV medications

Latrobe regional Hospital - Acute medications

Koo Wee Rup District nursing

Carinya Aged care - Korumburra