**ASHLEY ARCHER**

32 DELONIX DRIVE
Southern River 6231 WA
Phone: **(08)9471 9231** Mob: **0421 954 539**
Email: ashley.archer@gmail.com



**CAREER SUMMARY AND OBJECTIVE**

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I am an enthusiastic and innovative Year 12 student with a background in accounting, finance and retail sales. I am currently completing my WACE exams, excelling in the commerce curriculum, Accounting and Business Management. I am undertaking my Certificate II in Business and will graduate with this qualification by November. I am seeking to engage with your dynamic and reputable accounting firm in a way that I can utilise my superior negotiation and problem solving skills, as well as further develop my secondary school accounting knowledge. I seek the potential for progression and growth through support whilst I undertake my Bachelor of Commerce next year. My expectations must align with an organisation that accordingly rewards my hard work, commitment and dedication with long-term leadership opportunities.

**PROFESSIONAL EXPERIENCE/EMPLOYMENT HISTORY
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 ***Casual Sales Associate* SUPER AMART FURNITURE SPECIALISTS**

 Key responsibilities:

* Attending to all customers with a high degree of customer service and excellent verbal communication;
* Using calm and diplomatic interpersonal skills to successfully resolve customer conflicts and complaints when the occasion arises;
* Maintaining smooth operations of the store in the usual course of business in conjunction with the store manager’s directives;
* Educating and training all staff members about the product and brainstorming how to sell it;
* Analysing and evaluating daily, weekly and monthly budgets and sales performance data; and
* Successfully meeting sales targets
* Manual labour – lifting and moving heavy items using OHS methods

**DEC 2014 - PRES**

 ***Junior Summer Intern***
 **CHAMBER OF COMMERCE**
 Key responsibilities:

* Generating and emailing client and intercompany invoices;
* Maintaining and updating client spreadsheets and chasing up overdue invoices;
* Responding to client account enquiries in a timely and efficient manner, often via email using Outlook, or by telephone.
* File management and organisation of timesheets
* General office duties

**DEC 2015**



***Casual Junior Receptionist***
**ARCHER’S ADVENTURE TRAVELS**
Key responsibilities:

* Answering the telephone in a timely and courteous manner
* Managing client money and daily banking duties
* Client and third party liaising, including follow up appointments and setting up conference calls;
* General office duties including filing and cleaning
* Conducting currency conversion and calculation

**JAN 2013 - PRES**  ***Student Paralegal***

**EDUCATION AND ACHIEVEMENTS
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2011 - 2016 **WACE Secondary School Qualification** *SUBJECTS:*–
 Accounting, Business Management and Enterprise, English,
 Maths in Application, Specialist Rugby, Cert II Business, Applied
 Information Technology
 THORNLIE SENIOR HIGH SCHOOL

2014 **Year 10 Rugby Captain – Interstate Championships**
THORNLIE SENIOR HIGH SCHOOL

2013 **Year 9 Student Counsellor**
 THORNLIE SENIOR HIGH SCHOOL





**QUALIFICATIONS AND SKILLS**
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CURRENT **Senior First Aid/ Bronze Medallion**
 ST JOHN OF GOD AMBULANCE / SURF LIFE SAVING AU

* Strong Microsoft Office skills, Word processing speed of 60 WPM
* Intermediate Adobe Suite skills (incl. Photoshop, Illustrator, Director and InDesign)
* MAC OS, Linux OS and Windows OS skills
* High standard written and oral communication
* Strong leadership and team work
* Problem solving - strong use of algorithms and mathematical logic

**SKILLS: -**

 **COMMUNITY INVOLVEMENT
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2015 **ESL/Homework Tutor**
 ASSOCIATION FOR SERVICES TO TORTURE AND TRAUMA
 SURVIVORS REFUGEE COMMUNITY AID ORGANISATION

**REFERENCES
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 **Anna Weir** *Junior Intern Manager*
 WA CHAMBER OF COMMERCE
 Email: a.mweir@chambercommerce.gov.au

 **Chris McCrue** *Regional Manager*
 SUPER AMART FURNITURE SPECIALISTS
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 **Lucius Chen** *Year 12 Coordinator*
 THORNLIE SENIOR HIGH SCHOOL
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