

RESUME

Sharon Roneberg

D.O.B. 22-8-1954

**Address PO Box 62
TRINITY BEACH QLD 4879**

**Phone Home - 40576043
Mobile - 0419679537**

Email sharon@ronebergcairns.com

I am experienced in work and life!

I am fit, reliable, enthusiastic and committed to working hard in any situation I find myself

I work well within a team and equally as well independently

I hope you will give me the opportunity to show you what an asset I can be for your business

EMPLOYMENT HISTORY

From December 1989 to the present time - employed by Australia Post

HIGHLIGHTS AND ACHIEVEMENTS

August 2011 - 'Quiet Achiever Award' for the Queensland Business Centre Group

October 2009 - Finalist in the 'Cairns Business Woman of the Year'

March 2009 - 'Perfect Attendance' for previous twelve months

April 2009 - 20 years with Australia Post

March 2008 - 'Perfect Attendance' for previous twelve months

August 2006 - Award for promoting parcel growth in North Queensland

February 2001 - Manager - Earlville Business Centre with seven staff and a fleet of vehicles

January 1998 - Manager - Sales and Merchandising

Set up new Retail Shops in Manunda, Thursday Island and Airlie Beach

January 1997 - Manager - Manunda Post Office with five staff

February 1996 - Manager - Cairns Orchid Plaza Post Office with five staff

December 1994 - Recognition for 'One Year Sick Leave Free'

SKILLS AND ABILITIES

SALES

Strong customer relations
Skilled in demonstrating products and solutions
Strong relationship with business customers in Cairns area
Regularly achieved 100% from 'The Mystery Shopper'

ADMINISTRATION

Experience in a range of office duties including telephones, mail, stock inventory and ordering
Hands on experience with standard office and retail software

Competent in cash handling

COMMUNICATION

Strong written and verbal communication skills

Experience and ease communicating with a range of people including customers, work colleagues, management and suppliers

Experience and ease with providing customer support, both written and verbal, including describing products and services and customer complaints

TRAINING

My previous employer provided extensive training in a variety of areas and they include:

Customer Service	Sales
Merchandising	'Seven Habits of Highly Effective People'
Time Management	Privacy Training
Safe Driving	Dangerous Goods
Aviation Security	Trade Practices
Occupational Health and Safety	Load Shifting Equipment

INTERESTS

My interests include cross training and general fitness, reading and cross stitch

REFEREES

Shane Walsh

Trish Jager

Phillip Mullens