

# SHARELLE MATTHEWS

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ADDRESS: Manurewa, Auckland

## ABOUT ME

Having worked in the hospitality industry for four years I am very passionate about working in front of house, whether I am waiting tables, serving in the bar or making coffee. I would like to be considered for a front of house role to help me gain the skills needed to further my career in the hospitality industry. I am a passionate and career focused individual and always up for a challenge.

## WORK EXPERIENCE

### Food & Beverage Attendant

*Novotel Ibis Ellerslie / April 2015 – April 2019*

- Barista
- Bartending
- Cashier
- Set up for events/ conferences
- Room service
- Foh

### Retail and Customer Service assistant/ Assistant Store Person

*Briscoes (Takanini) / July 2014 – April 2015*

- Meet sales target
- Fill shelves
- Open and close sales and shifts
- Display promotional materials
- Assist customers
- Price new products with 100% accuracy
- Identify potential theft
- Process inward and outward goods
- Assemble outdoor furniture.

### Retail Assistant & Department Manager

*Briscoes Homeware (Whangarei) / June 2009- May 2014*

- Meet sales targets
- Creatively advertise promotional material
- Assist customers
- Open close point of sales using POS system
- Use SAP system software
- Induct new employees, one on one training
- Inventory
- General cleaning and maintenance

### Apparel Assistant (work experience)

*Rebel Sports / March 2009- June 2009*

- Refill apparel stock in a timely manner
- Correctly pricing garments with 100% accuracy
- Advertise promotional material
- Assist in customer queries
- Cashier/EFTPOS handling
- General cleaning maintenance

## SKILLS AND STRENGTHS

- Multi lingual – Te Reo, Sign Language
- Self-motivated
- Organised
- Can make a great martini
- Work well under pressure
- Quick learner
- Confident
- Bubbly personality

## EDUCATION

### Hospo Start, Restaurant Association of New Zealand

*July 2019*

Entry Level Hospitality Training

- Barista, FOH and Kitchen Skills
- LCQ
- NZQA Food Safety – US20666
- First Aid, St John Hospitality Course

### Whangarei Girls High

*2000 - 2001*

## INTERESTS

- Cooking
- Arts and Crafts
- Socialising with friends
- Going to concerts
- Travelling

## REFERENCES

**Please note:** my former employer no longer works for Briscoes

**Rachel Meleisea**

Restaurant and Bar Manager,  
Novotel and Ibis Hotel Ellerslie  
Ph: 022 173 8302

**Brijesh Cairniero**

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Novotel and Ibis Hotel Ellerslie  
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