**Resume.**

**Personal Details**

**Name:** Elvira Aykut

**Address:** Unit 7,7 Derry Street

 East Bentleigh, Victoria 3165.

**Mobile:** 0409407780

**Email:** bettyboop76@mail.com

**Education**

HSC – Canterbury Girls High School

Costume Design – Melbourne…….1983

 Commercial Arts Course - Stott’s College by correspondence…….1983

 Small Business Management Course – Neis Program……..1996

 Interior Design and Decorating Course – Thompson Learning by correspondence.(Diploma)……2001

 MSS30312 Certificate III in Competitive Systems & Practices – Wiseman Institute of Applied Learning….2014

 MSA30107 Certificate III in Process Manufacturing – Wiseman Institute of Applied Learning……2014

 Victorian Agents Representative License – Kaplan Professional Education……. October, 2014

**Skills**

* Office administration, data entry, accounts payable/receivable, account reconciliation
* Reception
* Basic Computer skills- Excel, Microsoft Word, Outlook Express, Photoshop, MYOB.
* Customer service/ sales, in-home colour and design consultation for stained glass panels/canvas art/decorator items
* Colour and Design consultancy, Visual merchandising/styling, restoration work.
* Design and create art work for commission/gallery and exhibition standards and have created my own unisex shirts, scarves and a range of interior decorator items .
* Teaching
* **Employment History**

Ikea – 9th January, 2017

Customer service/ sales in home textiles such as cushions/curtains/bedding/bath and rugs. Display and visual merchandising. Stock flexing and replenishment, and invent of stock. Use of MHS, ISELL and RWEB databases.

Masters 25th August, 2016-December 11th, 2016.

Customer Service, cash register- POS system, sales ticketing/pricing operator, visual merchandising. Sales predominately in lighting and rugs. Stocktaking in various Masters stores.

Whyte Specialised Cleaning Equipment –3rd July, 2016- 24th August, 2016........Temp work**.**

Reception, front of desk, customer service/sales, administration work/generate sale/purchase order invoices through Quickbooks, money handling/eftpos sales……………..

IGA Feb.- Early **July, 2016**

Retail front counter-POS system, ticketing items, visual merchandising of produce, RSA licence, and have worked in the delicatessen department.

Garden City Plastics **2012 – Feb. 2015**

Printing assistant – making sure printing machines are running efficiently, quality control of printing on cups/pots, pad printing, screen printing, packaging and dispatch.

Self Employed **1995 - 2013**

Customer service, sales - in house studio with art and glass decorator items, colour and design consulting, dealing with builders/tradesmen, interior designers, glazing/ leadlight studio retail - measure and quote, general domestic glazing, insurance work, design and manufacture stained glass windows, and mosaic art work, photo art prints, exhibition work, statue restoration work, teaching, and general office work. Designed fabric for use in cushions, furniture refurbishment, lamp/light pendants, scarves, wall art, etc.

 Australian Paper Manufacturers – administration **1989 - 1992**

Cash management - daily figure estimation for investing at high end interest rate, banking, customer service, accounts payable/receivable, account reconciliations, general office duties. Was invited to become an account manager but did not take the position.

 Yellow Pages – administration **1985 - 1989**

 Accounts payable/receivable, account reconciliations, customer service , and office duties.

Dobson’s Pty Ltd.- (Menswear and school wear) **June – Dec. 1985**

 Accounts payable/receivable, office duties, some sales/customer service

 Teo Ling & Co. Pty.(Accountants) **1984 - 1985**

 Reception, book keeping, office duties.

**Interests**

Design and interiors, interior decorating, creating art in various media, fashion, architecture, property, travel, reading, research, history, yoga, pilates, walking, spending quality time with family and good friends.

Have joined the Emerald “Pave” (Performing And Visual Arts In Emerald) Committee in June 2012 – 2013.

**Referees**

Jodie Steeden :- Manager, Masters Home Improvement **Mobile: 0427377627**

Carolyn Whyte:- Part Owner, Whyte Specialised Equipment **Mobile: 0408746300**

Ori Kotaridis:- Assistant Manager, IGA Ormond. **Mobile: 0401093719**

Mark Edwards:- Print Technician, Garden City Plastics. **Mobile: 0419101582**