

## STEPHANIE PEARCE



Scan me

## INTERIOR DESIGN

## CONTACT

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Brisbane  
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## EDUCATION

MSF50213DIPLOMA OF INTERIOR  
DESIGN AND DECORATION  
TAFE Queensland,  
South Bank  
2018-2019CUA30715CERTIFICATE III  
INTERIOR DESIGN  
AND DECORATION  
Australian Institute of  
Creative Design,  
Fortitude Valley  
2017AUR30405CERTIFICATE III  
LIGHT VEHICLE AUTOMOTIVE  
Vantage Automotive  
Docklands, Victoria  
2012-2015AUR 20405CERTIFICATE I, & II  
LIGHT VEHICLE AUTOMOTIVE  
Copperfield College  
Delehay, Victoria  
2011

HIGHSCHOOL DIPLOMA

Taylors Lakes Secondary College  
Taylors Lakes, Victoria  
2011

## PROFESSIONAL EXPERIENCE SUMMARY

Graduating secondary college through the VCAL (Victorian Certificate of Applied Learning) program in 2011. Earning the **Highest Achiever Award**. I additionally **acquired a Cert I & II in Light Vehicle Automotive** with the completion of my highschool diploma.

I **commenced an apprenticeship** through Subaru, Docklands in Melbourne, Victoria. The largest Subaru dealership in Australia back in 2012.

In 2014 I **Acquired Technician level 1** certificate. This is above the standard qualified technicians level of skill.

I **qualified** in **Certificate III Light Vehicle Automotive** through Subaru, Docklands on **24/07/2015**.

In 2017 I **received my Cert III in Interior Design and Decoration** through the Australian Institute of Creative Design. This qualified me as an interior Stylist/Decorator.

On February 3rd 2019 I **received my Diploma in Interior Design and Decoration**, qualifying me as an interior designer and I have begun to carry out freelance work ranging from colour consultancy to revit drafting and 3D packages.

## PROFESSIONAL EXPERIENCE

Sales Associate (Part Time)  
Supercheap Auto, Ipswich, QLD 2016 – Present

- Providing excellent customer service. This includes providing in depth product knowledge and honest sales.
- Drive sales and push KPI's.
- Handle customer queries and complaints. Ranging from a product required to handling warranty jobs.
- Create and track customer orders and oversee deliveries.
- Manage payments and operate complex POS system operations.
- Visual merchandising and organising associated sale items for a variety of products to increase customer engagement and sales.
- I have worked in leadership roles and entrusted with the opening and closing of the store.
- I have handled banking for the stores float and managed end and start of day banking.
- Carried out services such as replacing lights, installing roof racks and accessories, replacing vehicle batteries, carried out vehicle health checks and battery tests.
- If a customer has an issue with their vehicle, I use my extensive knowledge to assist them in finding a suitable solution.

## SKILLS

Communication & Customer  
Service Skills -  
Time management Skills -  
Problem Solving Skills -  
Team Management Skills-  
Microsoft Office Skills -  
POS Skills -

## EXTRAS

Self-Motivated -  
Takes Initiative -  
Organized -  
Eye for Detail -  
Love collaboration -  
Social -  
Friendly & Easy Going -  
Punctual -  
Eager to Learn -

## TECHNICAL SKILLS

Adobe Photoshop -  
Adobe InDesign -  
Proficient in Revit -  
Microsoft Office -  
ArchiCad -  
Keynote -  
Numbers -

## ACHIEVEMENTS

Subaru Technician Level 1  
Subaru Docklands, 2014

Team Member of The Month  
Supercheap Auto, 2016

Highest Achiever award Taylors  
Lakes Secondary College, 2011

## INTERESTS

Improving my CAD skills -  
Family -  
Traveling -  
Live Music -  
Dining -

## EXPERIENCE CONTINUED

- Keeping the workplace tidy and free of hazards.
- I have been responsible for training up new team members and educating staff on company procedure, in addition to designating tasks.
- I have carried out multiple forms of audits for the company including WHS and stock checks.

### Sales Associate

#### EB Games, Orion Springfield, QLD – 2016

My work with EB games included the following tasks:

- Utilising trade Pro and serve customers
- Keeping the store tidy to a high standard
- Responsible for the processing and security of stock
- Maintaining the professionalism of EB games standards
- Provided excellent customer service
- Push KPI's and meet sales targets

### Automotive Technician

#### Subaru Docklands, Melbourne Victoria, 2012 – 2015

During my time as an apprentice mechanic, I was responsible for a magnitude of varying tasks and responsibilities. Some of my tasks included:

- Working with managers and other mechanics to diagnose and repair the mechanical and electrical components of vehicles.
- Performing test drives, inspections, and other diagnostic tests on vehicles to identify where problems exist and determine which parts need to be repaired or replaced.
- Completing preventative maintenance on vehicles, such as performing oil changes, flushing and replacing fluids, and replacing brakes.
- Generating timelines and estimates for repairs.
- Inspecting internal systems and controls to ensure the vehicle is operating properly and in compliance with state regulations.
- Using shop equipment as instructed, performing regular maintenance and repairs as needed.
- Inspecting vehicle computer and electronic systems to repair, maintain and upgrade
- Pre-delivery equipment installations and issuing of RWC (roadworthy certificates)
- Engaged in learning opportunities to update job knowledge and technical skills.
- Prep vehicles for sending off to wholesale
- Complete recalls and carry out PAC file updates for vehicle's ECU's.

## REFERENCES



### **McLEOD, KIM**

TEAM MANAGER BUILDING  
& DESIGN TEAM

TAFE Queensland

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### **DANIELS, CHRISTOPHER**

STORE MANAGER

Supercheap Auto Ipswich

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