



96/4 Dover Court,
Mosman Park, WA,
Australia



+61 481 256 106



fatitasanchez6@gmail.com

OBJECTIVE

Teacher of English who took a turn in life and worked in customer service and administration for almost five years. Seeking a challenging position to leverage organizational, communication, and leadership skills to streamline office operations and support business growth.

FATIMA SANCHEZ

EXPERIENCE

Site Administrator - Shutdowns - May 2023 - October 2024
MONADELPHOUS, Perth, WA, Australia.

I got hired to ensure the smooth operation of our work sites by performing a variety of administrative tasks.

Village administrator - January 2023 - April 2023
RIO RINTO, Port Hedland, WA, Australia.

I oversaw data entry such as timesheets, organizing travel and accommodation for employees, preparing daily, weekly and monthly reports, goods receiving as well as filing and archiving paperwork.

Teacher of English - January 2022 - December 2022
LEXIS, Scarborough, WA, Australia.

I had to conduct communicative language classes for international students aged +18.

Executive Assistant - March 2020 - November 2021
GRADI at Crown, Melbourne, Victoria, Australia.

Responsible for efficiently managing administrative tasks, scheduling meetings and maintaining the management team's agenda, responding to emails and following up as well as addressing customer inquiries and issues, among others.

Host and Customer Service - October 2019 – February 2020
BABYLON RESTAURANT, Sydney CBD, NSW, Australia.

As the source of customers' first impressions, I provide many initial services. I usually take reservations, guide customers to tables, provide them with menus and ensure prompt and courteous service. Some tasks included giving some recommendations, handling customers enquiries (on the restaurant floor and private functions on separate floors) and processing customers' payment.

Teacher of English as a Second Language - March 2012 - September 2019

Escuela de La Paz, San Nicolás, Buenos Aires, Argentina.

I used to develop and implement lesson plans that align with the curriculum and meet the needs of individual students as well as assess student progress. And I would collaborate with other teachers, administrators, and parents to support student learning and development.

EDUCATION

Teacher Training College, March 2008 – December 2011

Invigilator for Cambridge Exams 2015, 2016, 2017 & 2018

TEFL – Foundation Sydney - February 2019