

Full Name Elia Lanzuise
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Nationality Italian – Australian
Date of Birth 30th August 1981



Work Experiences

Dates From 06/2022 to 10/2023
Position Held Assistant Administration Officer / Internal Sales
Employer THE ROYAL SYDNEY GOLF CLUB – Rose Bay NSW
Reference royalgolf.management@outlook.com - Office Manager

Main Activities

I was in charge to Check emails, managing and creating quotes and sales for Events Corporate for Clients and Employees.
Functions and Events Menu Planning and Management in assistance with Head Chef.

Dates From 01/2018 to 05/2022
Position Held Corporate Cooperate/Admin Officer
Employer SKYNET WORLD TRADING – Cremorne NSW

Main Activities

Monitor and manage office inbox, responding to inquiries and forwarding messages as necessary, perform general office management duties, including organizing files, maintaining office supplies, and scheduling appointments. Keep Excel spreadsheets up to date with relevant data and information. Creation Websites and Server Management. Assist with administrative tasks, including drafting documents, preparing presentations, and scheduling meetings, Process and track invoices accurately and efficiently. Creating Offers and Quotes for Customers exporting various products such as Solar Energy Systems.

Dates From 08/2016 to 12/2017
Position Held Admin Officer / Accounting Support
Employer BADRUTT PALACE HOTEL – Chesa Veglia – St. Moritz (Switzerland)
Reference benjamin.vogel@email.ch - Financial Controller

Main Activities

Managing full function in ap duties, processing of invoices and reconciliations of monthly accounts, collecting and preparing that are payable for the week. Preparing eft payments, supplier credit application and processing approvals, credit adjustment. Support to the account office with duties and responsibilities.

Working with opera system, data, and entry, assisting with guest enquiries, assisting the director management, traces, and alert for rooms, manage and lead the reservations team, providing training support, implementing reservations to optimize occupancy.

Dates	From 07/2014 to 07/2016
Position Held	Admin / Reception
Employer	WILLIAMS HOTEL – Southbank – Melbourne VIC
Reference	0426.487.251 - Deyse Gomes (Supervisor)

Main Activities

Respond to conference sales enquiries, send proposals, answering a high volume of phone calls, providing support to managers, following customers enquiries, data entry, supporting manager with general administration, building a strong long-term relationship with the team, suppliers and customers.

Dates	From 08/1999 to 10/2008
Position Held	Administration Manager
Employer	BIEMME SRL Officine Elettromeccaniche – Opera, Milan (Italy)

Main Activities

Organizing and Programming Office Accounting Management System, Online Payments of Suppliers, Quotes and Invoice Creation, Installation and Maintenance of Computer Network, Repairs and Support of Hardware and Software.

The company was my father company founded in 1982. I was for a period also the CEO of the company, so I was getting used to business meetings in Italy and overseas for important operations within the company, but never took part of the decision process.

Education and Training

Dates	From 09/1996 to 06/2000
Education Provider	Istituto Tecnico Industriale Feltrinelli – Milan (Italy)
Qualification	Diploma in Information Technology

Skills

Website creations, brief programming knowledge, network installation, it supports, computer repair, software repair, hardware repairs, computer formatting, server management, web design, email marketing, HTMLs programming, advanced excel knowledge for data entry, data management and data analysis. Good knowledge of databases. Extensive knowledge of Microsoft Word, PowerPoint, Acrobat PDF, Outlook, Wordpress, and various office management Systems.

Fluent In Language: English and Italian - Currently Holding Driver License from NSW.

Cover Letter

Good ability to work under pressure and leadership of a team. I can express dynamism and have a good spirit of adaptability, I always try to bring in my smile and positive vibes to the workplace.

I have Good Time management, able to prioritize and give clear directions, good problem-solving skills. Great Knowledge of computer most common software.

I have started working in Administration and It support in 1999 in Milan, I looked after accounting into my father company in electromechanical engineering. As family business I supported accounting and internal Adm and It support,

I have learned so much within my family company and I'm grateful, and I recognized my father for the opportunity.

Then I made the decision to follow up my own dreams and start my own career here in Australia, after years working for different jobs and following up my studies here, I've gained my Australian citizenship, it was a hard, but it was worthy I am happy to live here.

I am very talented in Computer Sciences and in general with numbers, data, and i have great skills in organizing my daily and weekly workload, I'm also a quick learner in this field, i pickup new information and skills quite quickly.

Currently i am learning advanced data analysis in Excel, Tableau and SQL with paid courses in Udemy.