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# Objective

My name is Ilona Lazareva. Currently I am studying a Bachelor of Engineering majoring in Mechatronic Engineering at the University of Queensland, which makes me familiar with electrical, mechanical and software engineering disciplines.

# Experience

## Commodity Hedging Nov 2008 – Jun 2011

Duties: document work, computer support, database entrance, research, MYOB, technical support

## “Crazy candles” (Interactive candle making) Jun 2009 – Dec 2010

Duties: customer service, equipment maintaince, mentoring candle making procedure to customers, cleaning up, cash handing

## Indiyam (Restaurant) Jun 2011 – Nov 2011

Duties: customer service, general cleaning, till operation, bar service, deliveries

## Wung Num Thai Water Palace (Restaurant) Nov 2011 – Feb 2012

Duties: bar service, customer service, general cleaning, till operation, food and drink service

## Scooter Tutor Aug 2012 – Feb 2014

English and Russian language tutoring, Mathematics and Physics

## Australian National Institute of Business Jul 2013 - Present

Duties: database entry, customer service, payment handling, CoE assistance and creation, technical support, student support, .

# Volunteering Experience and Causes

[**University of Queensland**](http://www.linkedin.com/company/166664?trk=prof-vol_exp-org_name) **March 2013**

Activity assistant and coordinator

Kids from schools across Brisbane participated in Science and Engineering challenge as a part of their school program. As an activity assistant it was my role to watch over kids making bridge as well as help them to create an understanding of physics and statics behind bridge building, for them to improve their bridge designs.

## Connected volunteers June 2011

Volunteering for flood relief after the 2011 disaster in Brisbane. The volunteering experience included sorting donations in categories and setting the donation area up.

[**The Salvation Army**](http://www.linkedin.com/company/166406?trk=prof-vol_exp-org_name) **March 2010**

Red Shield Appeal collection

[**Give 5 for Kids**](http://www.linkedin.com/search?search=&company=Give+5+for+Kids&sortCriteria=R&keepFacets=true&trk=prof-vol_exp-org_name) **August 2010**

Jessica’s party volunteering for kids with disabilities. I was assisting kids with free candle making workshop.

# Education

## Pacific Lutheran College 2007 - 2010

High school. Woodlands Boulevard, Kawana Forest QLD 4551

## University of Queensland 2011 - Present

Bachelor of Engineering, majoring in Mechatronics

Brisbane St Lucia, QLD 4072

Activities and Societies: UQ Racing society, UQ Engineering society ("Skirts in Engineering").

# Additional Education and Training

## Certificate I in Engineering June 2012

Cavendish Rd, Mount Gravatt, QLD, 4122

## Certificate III in Multimedia 2008 - 2010

QANTM (CUF 30601 Certificate III in multimedia)

Level 10, 138 Albert street Brisbane QLD

## Responsible Alcohol Service certificate October 2011

Valid for 3 years.

## Blue card February 2013

## World Bank Course Jul 2013 - Present

Clean Development Mechanism and Joint Implementation: Navigating the Kyoto Project-Based Mechanisms

# Skills and Abilities

**Strengths:** A productive and hands-on approach to tasks and obligations. Proficient in most aspects related to my university degree. Efficient and enthusiastic team player through work experience and university team assignments. Very hardworking, patient and reliable. High creativity level developed through attending art school.

**Technical Proficiency:** Construction and assembly of machinery. High problem solving skills developed though out my personal development. Engineering based applications of Mathematics and Physics. Advanced knowledge of Microsoft Office as well as Most Windows and Macintosh related software packages, some C and python knowledge. MYOB knowledge. Detailed knowledge of Macromedia applications and Photoshop. Lathe operational experience.

# References

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- More references can be provided on request