

Nivia Robinson

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Experience:

Mixed Makers Studio (Formerly Mixible Creations)

2024 – ongoing: IT technician and web designer

Assisting a small business to setup a website and completing administration and back-end work of the website. Setting up a booking system and doing the back-end for the booking. Tracking and preparing invoicing and accounts for the accountant.

2018 – ongoing: Arts and crafts kids workshop assistant

On and off helping set up art workshops for kids and helping clean up after.

Kilmont Radio & TV Repair Services

2022: VCAL work experience

I did some watching how the place operated and then I helped do things like, document a purchase on the computer, then write it into a physical receipt, take apart small electronics like TV remotes and clean them safely, resoldering wires and making orders on specific parts from all different websites and trying to identify the serial number, make and model for replacement parts people might need.

Cire First Impressions Clothing Exchange

2022: Year 10 Work experience

I was taught how to steam clean and sort clothes out. I was also taught how to do over the counter sales and using cash and change as well as cards.

Education:

2024-2025 – TAFE at Ringwood Training

Cert III IT Networking (2 year course)

2022-2024 – Croydon Community School

Currently in Year 12 and commenced in Year 10.

2019-2022 – Year 7 to Year 10 at Melba College

In Year 10 I did VCAL and did a VET course resulting in a Cert II in Active Volunteering. I left in late October of 2022 so I did not fully complete the VET course.

Skills:

- Listening
- Following instructions
- Willing to learn