

Candidate Shortlist

Victoria
February 2021

Zaniel K.

Cranbourne East, Victoria

Zaniel is a confident and friendly candidate who has recently finished Year 12. At school, Zaniel completed a Certificate II in Business, and completed some work experience in administration. He really enjoyed this and his goal has been to complete a Business Administration Traineeship after school ever since.

Zaniel currently works at KFC, which has taught him valuable skills in customer service, team work and working under pressure. Zaniel believes he has great attention to detail, a strong work ethic, and is reliable and adaptable. He listens to feedback and has a mindset of always improving. He hopes to progress within an organisation after his traineeship.

He has access to public transport and can start straight away.

Larissa B.

Niddrie, Victoria

Larissa presented very professionally for her interview and also prepared exceptionally well for the interview. She completed Year 10 in 2019 and is looking to enter the workforce by commencing a business traineeship within government. Her older brother is currently completing a cadet-ship within government and this has inspired Larissa to follow in his footsteps.

She recently worked casually in a fruit market for seven months as a retail assistant, requiring great customer service skills. She also worked casually with the Brotherhood of St Laurence at their op shop, where she was required to help out with administration tasks such as email and telephone correspondence, filing and data entry. Larissa really enjoys these type of tasks and would like to continue to further develop her skills and knowledge in this area.

Larissa has done plenty of research into YES traineeships, so she knows what to expect and how this program runs. She shares impressive enthusiasm for the YES program.

She has access to public transport and is available to commence straight away.

Amy E.

Craigieburn, Victoria

Amy is a friendly and well-presented candidate who has recently completed Year 12. Amy really enjoys being organised and organising things for people, and this is one of the reasons she has decided to pursue a business traineeship. Amy completed a school based traineeship in early childhood education while at school, which allowed her to learn how to work within a mature team. She also relayed examples of organising a fundraiser at school, and organising a project to make and deliver masks to staff, which involved making order forms and predicting how many will be needed. Amy also works at Woolworths currently which has taught her to work under pressure in a busy environment.

Amy believes she is organised, a team player, punctual and willing to try new things. She also noted that feedback from teachers and employers is that she takes initiative. She likes ensuring other people have the best experience.

Amy is available immediately to start a traineeship and has access to public transport.



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Yhanni-Louise W.

Tarneit, Victoria

Yhanni is a very personable candidate, who is currently working in a logistics role at Country Road distribution centre, where she is the ZIC of her area. She enjoys her job, but is really keen to find a career opportunity that will offer her further growth and development, and also genuine career opportunity. Yhanni would love to commence a business traineeship.

Yhanni says that her current role has some administration functions with invoicing and stock control. She is comfortable with these tasks, but is keen to learn more. Yhanni says that she is a fast learner and that her biggest attribute is her drive to learn and develop as much as possible. She believes her previous role as a barista has also helped to develop her ability to work under pressure, as well as interact with other people and communicate effectively. Yhanni volunteers on a regular basis at her church and also helps to organise functions that the church holds. This volunteering experience has enhanced her team work skills.

Yhanni is a driven candidate, keen to begin her career journey. Yhanni will need to give Country Road two weeks' notice if successful, and does have a week of holidays booked in April this year.

Kara J.

Norlane, Victoria

Kara is a lovely young lady who completed Year 12 in 2015. Kara currently works in retail however wants to break into administration and business. She has a wealth of customer service experience and a very bubbly and approachable demeanour.

Kara enjoys working in a team and always makes an effort to get along with everyone. She enjoys building rapport with customers and providing them with outstanding customer service. Kara describes herself as very trustworthy, has a great attitude and positive.

In one-two years she sees herself with her Certificate III in Business and hopefully continuing to progress her career in business. Kara has her license and her own vehicle to get around.

Sarah E.

Armstrong Creek, Victoria

Sarah is an extremely bubbly and professional business candidate. She completed Year 10 in 2009. She is a mature aged candidate and has her own small family. She recently built a house in Armstrong Creek and currently works at Woolworths.

Before she had children Sarah completed a Certificate II in business with the hopes of progressing into a Certificate III. However she started her family and her career goals were put on pause.

She is ready to start her traineeship now and hopes to progress within the company upon completion of her certificate. Her children are in full time care so that she can commit to a full time position. Sarah describes herself as always happy to help others, hardworking, passionate about business and administration and an extremely reliable employee.

Sarah has her license and her own vehicle. She would need to provide Woolworths with two weeks' notice.



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Emily L.

Rocklea, Queensland

Emily comes with approximately 18 months experience working in administration roles. With experience in high volume inbound/outbound calls, data entry, processing insurance claims, use of Microsoft Office Suite and following established policy and procedures.

Entering into employment at age 14, in her younger years through to 19 she balanced high school studied and two casual jobs for several years in the customer service and hospitality industry.

Emily is an exceptional communicator and while she has a very well round front of house administration skill set, she also enjoys back of house administration roles and would be happy working in any available traineeship position.

Kirra M.

Caboolture, Queensland

With a background in retail and hospitality, Kirra is looking for a change in career that will support her love of learning and allow her to grow both personally and professionally. Kirra spends her free time creating her own ceramic products at a local creative workshop. She loves being able to express her creativity through her art and sharing her passion with her community. As well as teaching classes designed for adults and children,

Kirra has also had the opportunity to create custom pieces to sell. Through this experience Kirra has developed her communication skills, as she works with groups of students to create their pottery, as well as learning new skills in terms of organising the sale of her own pieces.

Kirra has a two week notice period for her current employment.

Daniel V.

Coleville, Queensland

Daniel has nine months experience working in a fast paced administration environment with mortgagebrokers and finance. Living in the south western suburbs Daniel commuted each morning to the office in Toowong, this drive allowed him to accrue his 100 hours and secure his provisional licence.

Daniel resigned from his position December last year and has focused on securing a traineeship which will provide practical and theory skill development in the business sector.

Daniel's transferrable skills include attention to detail with financial data entry, professional communication both verbally and in writing, operating system database, reports processing and working with confidential material.



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Josephine N.

Woolloowin, Queensland

Experienced at juggling different responsibilities, Josephine prides herself on her adaptability, organisational skills and ability to prioritise. Throughout 2020 Josephine juggled full time university studies along with two part time roles in the customer service industries.

Her previous and current employment has been at McDonalds currently still employed and commencing in 2016, Surf, Dive N Ski from 2017 to Christmas 2020.

Josephine is seeking practical experience through a traineeship however she does plan to continue studying her Bachelor of Business (Accounting and Finance) while completing her traineeship, she has mentioned that all her lectures etc can be online and she knows her examination timetable well in advance.

Kara B.

Kallangur, Queensland

Kara is a dedicated and enthusiastic young woman who is looking for a change of career that will satisfy her curiosity for learning. She is interested in a Business Traineeship as she is ideally looking for a career that will be both challenging and rewarding, and recognizes the diverse opportunities that are available within the business sector.

With a background of almost seven years of experience in hospitality and customer service, Kara is confident she will excel in an office based environment and is eager to demonstrate her strong communication and time management skills in this role.

Due to a downturn of work as a result of COVID 19 Kara has since been unemployed and is eager to get back into the workforce. She has no notice period and is ready to get started immediately.

Jayden B.

Newport, Queensland

Eager to start a career in the business industry, Jayden views traineeship as a great opportunity to starting an entry level role and build his skillset and knowledge while working within a business.

Jayden has employment experience in customer service and hospitality industries including administration experience in the automotive sector working as a Parts Administrator.

As an automotive Parts Administrator Jayden was using computers daily and responsible for developing parts knowledge along with receiving orders, selecting products, packaging, dispatch and all paperwork assigned to this for the clients; unfortunately due to turndown in business Jayden was let go within her probationary period.



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Lilyah R.

Riverwood, New South Wales



Lilyah is 17 and completed Year 10 at Jannali High School. She has a bright, energetic, friendly personality and describes herself as being; organised, a good communicator, focused, energetic and sociable.

She takes pride in her presentation, time management, her attention to detail and stamina. Lilyah has a very positive outlook and is energised by being busy, with goals to achieve, by day, week and month.

Lilyah has intermediate office suite skills, and is comfortable navigating computers and multimedia. She has very realistic expectations of the duties a trainee would carry out and displayed a flexible nature during interview.

Lilyah is currently employed and if giving notice would be available from the 1st of March, possibly earlier if her current employer is flexible. It is a reflection of her character that she does not wish to leave her employer without notice.

Alma R.

Kingsgrove, New South Wales

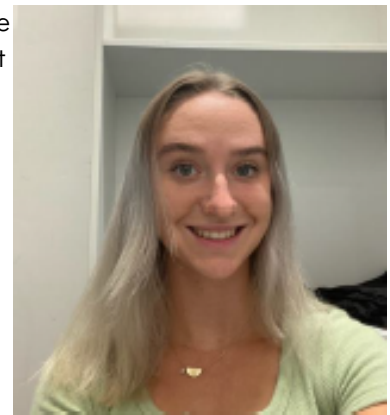
Alma is 18 and completed Year 12 at Kingsgrove North High School and a Certificate III in Fitness. She advised that while she is passionate about sport, after completing her qualification it was clear sport was a hobby and not a career.

Alma has an energetic, friendly, mature personality and describes herself as being; organised, a good communicator, strong attention to details, driven and friendly.

Competing in sport has taught her resilience and the drive to never give up. She applied for the traineeship after hearing many positive comments from her friend Hayley. Knowing Hayley has provided Alma with a clear understanding of the role and culture of the organisation.

Alma has intermediate office suite skills, and is comfortable communicating on the phone or via multimedia platforms. Her communication skills are excellent, she is committed to undertaking a traineeship to gain practical experience and qualification.

Alma is currently employed and would be available with 2 weeks notice.



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Michelle B.

Rooty Hill, New South Wales



Michelle is 19 and completed year 12 at Loyola Senior High School. She presented well at interview and answered all questions with ease.

Michelle has an open, friendly, mature personality with strong communication skills. While at school, Michelle undertook part-time work at Target and Best and Less. She feels this has provided her with strong customer service skills, the use of CRM Tools and the importance of safety in the workplace.

She demonstrated that she is; collaborative, eager to learn, thoughtful and takes pride in her work. Michelle has a realistic expectation of the duties a trainee would carry out and sees completing a traineeship as a foundation for building a career.

Michelle has her driver licence, and transport, she is available immediately.

Sela S.

Telolpia, New South Wales

Sela has recently completed year 12 at Strathfield Girls Language School. She presented well at interview and answered all questions with ease. Sela has a friendly, mature personality and communicated a clear desire to undertake a Business Traineeship.

Her communication skills are excellent, having participated in public speaking programs while at school. While at school Sela worked part time in retail and feels this has provided her with strong customer service skills and the ability to deal with difficult customers tactfully.

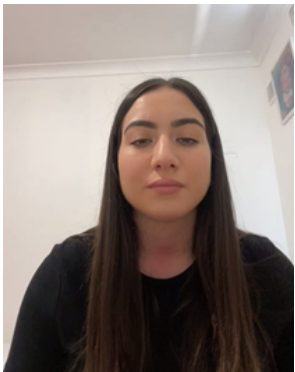
In her spare time Sela enjoys sports, volunteering with the McGrath foundation and learning Korean language. She has her P's, but currently does not have a car.

Sela is available immediately and has no holidays planned.



Faten D.

Telolpia, New South Wales



Faten is 18, and has a friendly, open, mature personality. She completed year 12 and a Certificate II in Business Administration.

Faten describes herself as being; friendly, task orientated, good time management, reliable and persistent. She has advanced office suite skills, is comfortable with computers, talking on the phone, and has developed excellent customer service skills while working in her part-time roles.

Faten is committed to undertaking a traineeship which she sees as a pathway to learning practical and theoretical skills.

Faten has her Driver licence, her own transport, and is available with 1 weeks notice.