

# CV of Donna M. Simmen

## Summary

Contact and communication with people with great customer. Service skills. Providing a caring and professional service. With a keen interest in helping others

## Experience

**On-Site Assistant Manager in Award Winning Caravan Park** Waitomo NZ  
All work related to the running of the park including, wages, 2011  
And supervision of Staff and rosters

**Reiki and Massage Therapist and Student** Wellington NZ  
Self-Employed Reiki and Healing Massage Therapist, 2007  
Working from Therapy rooms and in the Work-Place e.g.  
Contact Energy Wellington work-places

Part-Time Student at the Wellington Institute of Technology Wellington NZ

**Employer B & M Entertainment** Wellington NZ  
Reception duties, Customer Service, Bar Service 2006  
(Have General Manager's Certificate)  
Cash balance, stock taking and computer input etc.

**Real-estate Consultant, Harcourts** Wellington NZ  
2004

**Employers Barnados (Child and Family Services)** Melbourne and Wellington NZ  
Wellington and **Susan Rogan Personnel** Melbourne.  
Nanny – Running of Household and the care of Children  
Aged from 9 months to 15 years old

## Voluntary Roles

High School Student Mentor Australia

Victim Support Worker (Victim Support) Wellington NZ

Consumer Representative for Clients that attend the Bridge Programme (Rehabilitation Centre) run by the Salvation Army Wellington NZ

**Knowledge of  
Software**

RMS Booking System, Xero Accounting Software, MS Word, MS Excel,  
And MS Outlook

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You will find more information on our website [www.simmenanderson.com](http://www.simmenanderson.com)