

Lucas Calza

W: <http://www.worky.com/lucas-calza>

Lucas Calza's Professional Experience

2007 - 2012 **Property Registry Office - Scribe**

Before moving to Ireland I was employed as a Scribe for my county registration office. This role involves a high volume of data entry, ensuring strict deadlines are met and keeping up to date with any updates and changes to the registry system.

- Ensure queries are met with a prompt and efficient resolution.
- Documenting current, and existing registrations.
- Organising and maintaining an extremely efficient system.
- Amendments to the public and general register.

Key Skills data, treatment, communication, assistant

2004 - 2005 **Doni Supermarket - cleaner (housekeeping)**

This was a very busy supermarket with a constant flow of customers who expected the highest standard of service at all times.

- Cleaning and organising of inventory, re-stocking of shelves.
- Offering assistance to customers.

Key Skills Staff, Cleaning, Staff, Cleaning, Cleaner, Housekeeping

Lucas Calza's Education and Qualifications

2012 **currently studying - General English** **BCT Institute**

I am an intermiatue student of English.

Lucas Calza's Additional Information

Interests

I am sure even if I don't have any experience, I can make a good work.
