

Mary Jones

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CAREER OBJECTIVE

I am seeking a part time position in a local café as part of the wait staff where I will contribute as an effective and cooperative team member, utilise my hospitality skills and help serve the community one smile at a time.

EMPLOYMENT HISTORY

Canteen Assistant

2015 - present

Southside Secondary College

- Duties include preparing lunch orders for over 50 students, serving food and handling money in a busy environment and going to the bakery to collect the bread. I introduced a new ordering system that streamlined the process which allowed more time to prepare the orders.

Administration

2000 - 2010

Bay Street Medical Centre

- Front Office and Reception duties in a busy medical centre which included filing, mail sorting, answering phones, taking messages, following instructions, liaising with medical professionals and greeting patients. I was particularly good at remembering the names and faces of regular patients.

VOLUNTEER / WORK EXPERIENCE

Reading Program

2012 - 2015

Highrail Primary School

- Reading to four Grade 2 students in their Literacy program for one hour a week.

EDUCATION

Certificate III in Hospitality

Holmesworth TAFE, Somers 2014

Bachelor of Business Administration

Twinbrook University, Wiles 1998

CERTIFICATES AND AWARDS

First Aid Training – Sandringham RTO, 2012

Food Handlers Certificate – Southside RTO, 2015

Highrail Primary School's Adult Learners' Week 'Volunteer of the Year' 2015

Current Police Check

INTERESTS AND ACTIVITIES

I enjoy baking, bush walking, pilates and painting. I am currently learning Auslan.

REFEREES

Nicole Misso

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