

Profile

I'm a very energetic and practical person. I always like meeting new people and rising to the challenge of a task set before me. I proactively set targets and enthusiastically do the work necessary to meet and exceed them. I have a passion for talking to people and understanding what issues and needs they have and working with them to help solve them whilst developing mutually beneficial relationships.

I am also a very broad and highly reflexive thinker who can respond dynamically to any given challenge and situation although I also am always willing to receive help, guidance and work collaboratively when necessary to achieve the most effective and competent results possible.

Education

The University of Sydney – Bachelor of Design Computing, 2019

TAFE NSW – Certificate IV in Project Management Practices, 2024

Marcellin College Randwick – Higher School Certificate, 2014

- Oratory team 2010 – 2014
- Ski Team 2009-2014

Experience

Sydney Sexual Health Centre | Sydney, NSW

August 2022 to Present (Clinical Support Officer)

As a Clinical Support Officer, I play a pivotal role in ensuring smooth operations within the healthcare team. Trusted with increased responsibilities due to recognised competency, I handle diverse administrative tasks including report preparation, procurement using NSW Health Oracle Procurement software, and workforce support such as rostering and recruitment. Additionally, I provide essential IT support, assist with data entry for client care and research, and coordinate mandatory audits. Moreover, I actively engage in team initiatives like promoting the NSW Health's People Matter Employee Survey, organising staff events, and supporting ward activities. Committed to efficiency, I contribute to the team's ability to deliver optimal patient care.

August 2022 to April 2023 (Administration Officer)

As an Administration Officer at Sydney Sexual Health Centre, I oversaw the efficient functioning of office operations through a range of administrative duties. This included managing patient appointments and records, handling communications and maintaining office supplies. Additionally, I addressed patient inquiries and complaints, ensured a welcoming reception area, and managed general office tasks like file organisation and inventory monitoring. My role demanded strong communication, organisational, and customer service skills, along with meticulous attention to detail and effective task prioritisation.

The After School Klub | Randwick, NSW

2016 to 2022

Throughout this role I was required to be able to multitask whilst simultaneously managing time effectively and ensuring the safety of wellbeing of the children. It was also crucial that I was able to both listen to the children and parents to accommodate various needs and also it was necessary for me to develop my speaking and presentation skills to a high degree as it was often required to address a large numbers of people at once and also talk to parents in a consistently calm manner in sometimes stressful circumstances.

Stedman's Hospitality | Surry Hills, NSW

2016 to 2018

Tasks include bar preparation, serving cocktails and pouring drinks behind bar, cleaning glasses and dishes, setting up of dining tables, packing up event fixtures and serving food and beverages to event guests. Required to be of presentable appearance at all times and able to communicate with guests and groups. Events ranging from casual to premier.

Crew on Call I Miranda, NSW

2016 to 2018

Tasks included unpacking event and concert equipment, installing event fixtures, packing up event fixtures and transporting equipment back to supplier

Waverly Public School Out of School Care I Bondi Junction, NSW

2015 to 2016

My tasks vary from preparing children's meals to preparing activities for the children. Constant supervision of children and constant use of problem solving and initiative are a must

Gardens R Us I Kingsford, NSW

2011 to 2014

Management of trolley supply throughout the large garden centre and also delivering purchases customers have made from the centre to their cars, involves constant communication with other staff and customers and requires coordination of stock and supply

Skills

Client relations / Customer service / Presentation / Microsoft Office and Adobe Suite / Creative / Problem solving / Teamwork / Communication skills / Dynamic thinking / Critical thinking / Organised / Responsible / Reliable / Computer savvy / Design / Verbal and Written skill / Multitasker / Time management

Volunteering

Malabar Magic Ocean Swim (Volunteer attendant)

Ted Noffs Op Shop (Shop assistant)

Mardi Gras Fair Day (ACON Stall Assistant)

References available upon request