

## PROFESSIONAL PROFILE

A results-driven and detail-oriented professional with a diverse background spanning communications, administration, commercial cookery, and customer service. Recognised for delivering high-quality outcomes in fast-paced environments, with proven expertise in managing kitchen operations and catering to multicultural clientele. Skilled in fostering strong, collaborative relationships with internal teams, clients, and stakeholders at all levels. Adept at clear and effective communication, strategic decision-making, and continuous process improvement. Brings a proactive mindset, strong organisational acumen, and a commitment to excellence. Poised to leverage broad-based experience and qualifications to drive value and contribute meaningfully to organisational success.

## EDUCATION & QUALIFICATIONS

### Bachelor of Communication and Media (Corporate and Public Communication)

University of Canberra | Graduated: March 2023

Certificate IV Training and Assessment, Quest, Belconnen | 2009

Commercial Cookery III in Hospitality, Canberra Institute of Technology | 2005

## SKILLS LEARNT AT UNIVERSITY

- Research & Office Administration
- Events Management
- Social Media Marketing
- Customer Service, Liaison & Coordination
- Client & Stakeholder Engagement
- Reporting & Documentation
- Database Management
- Negotiation, Conflict Resolution
- Process Improvement
- Risk Assessment & Management
- Information Confidentiality
- Health & Safety Management
- Expertise in Commercial Cookery
- Cultural Competence
- Kitchen Operations
- Website Development
- Communication/Marketing Campaigns
- Creative Writing
- Copywriting
- Content Writing
- Burns Club Campaign - \$40,000 budget

## UNITS PASSED

- Government – Business Relations
- Introduction to Management
- Introduction to Professional Communication
- Communication, History and Society
- Media Industry and Audiences
- Creativity
- Entrepreneurship
- Introduction to Creative Writing
- Digital Media Literacy
- Public Relations Writing
- Visual Representation Techniques
- Strategic Communication Research and Planning
- Cultures and Diversity
- Professional Orientation (Communication and Media)
- Producing Credible Communication
- Social Media
- Professional Practice 2: Work Integrated Learning
- Professional Practice 1: Work Integrated Learning
- Managing Brands
- Digital Engagement and Analysis
- Strategic Project Management
- Professional Evidence (Communication and Media)
- Advocacy and Influence: Shaping Public Opinion
- Organisational Communication

## COMPUTER SKILLS & TRAINING THROUGH UNIVERSITY

- Adobe Photoshop, Adobe Illustrator
- Different Social Media Platforms
- Microsoft Office Suite
- Building Blogs and e-Portfolios
- Illustrator: Tracing Artwork
- Social Media Marketing: ROI
- Time-Saving Tips Using Illustrator CC
- Big Data in the Age of AI
- Social Media Marketing: Social CRM
- Hootsuite Platform Certification
- Project Management Foundations: Budgets
- Social Media Marketing Foundations
- Social Media Marketing with Facebook and Twitter
- Google Ads Search Certification
- Google Ads Measurement Certification
- Grow Your Business with Google Ads
- Social Marketing Certification Advanced Computer Literacy
- Creating and Integrated

## CORE COMPETENCIES

- Significant experience in business administration, with proficiency in database management, working with complex transactions and providing solutions to requests and enquiries.
- Skilled in formulating and executing campaign strategies using social media analytics, basic graphic design knowledge, visual language, multi-media productions, and stakeholder management.
- Experienced in undertaking research and analysis, with competence to select and apply the best methods to acquire information, analyse and arrange data, and determine the most relevant and reliable sources of information.
- Service oriented with exceptional qualities in customer service, establishing positive, productive and trust-based relationships with students, colleagues, clients and stakeholders.
- Exceptional business acumen, commercial awareness and knowledge of effective business strategies to help identify clients' needs and recommend appropriate functional solutions.
- Expert ability to handle multiple concurrent priorities and demands effectively and calmly, with foresight to put contingency plans in place for unplanned incidents.

## PERSONAL ATTRIBUTES

- Exemplary work ethic; motivated, reliable, resilient
- Dynamic leader and collaborative team player
- Excellent multitasking in high pressure environments
- Strong organisation and time management skills
- Well-developed communication, interpersonal skills
- Strong analytical thinker and problem solver
- Innovative, creative and resourceful
- Flexible and a quick learner
- Proactive and able to demonstrate initiative
- Dedicated to continuous professional development

## WORK EXPERIENCE

### INTERN

*Foundation for Alcohol Research and Education (FARE)* | February 2020 – March 2020

- Provided efficient assistance with administrative tasks and business requirements, and managed correspondence.
- Conducted research and outreach activities, including analysing and presenting data and information, writing reports.
- Conceptualised and presented ideas and wrote blog posts for social media.
- Promoted and critiqued various articles through professional communication and media programs.
- Developed valuable knowledge of the office environment and role expectations.

## EMPLOYMENT HISTORY

### CHEF

*Atlas People Pty Ltd.* | Everton Park, Queensland | February 2023 – Present (Contract)

- Developed and refined recipes through a collaborative process with other team members.
- Established and maintained strong relationships with suppliers, negotiating costs to effectively manage expenses.
- Demonstrated expertise in menu planning and preparation, ensuring a diverse and appealing selection of dishes.
- Prepared and served food and beverages of the highest quality while adhering to budgetary constraints.
- Implemented and enforced comprehensive food safety programs, processes, and policies to maintain exceptional standards of cleanliness and hygiene.
- Effectively managed stock and inventory, optimizing resources and minimizing waste.
- Provided outstanding customer service, exceeding expectations and creating memorable dining experiences.
- Supervised and coordinated a team of cooks and workers, overseeing food preparation activities and ensuring smooth operations.
- Collaborated closely with colleagues to plan and develop innovative recipes and menus, incorporating diverse culinary influences.
- Conducted rigorous quality checks on raw and cooked food products, guaranteeing adherence to established standards.
- Managed stock control and streamlined food ordering processes based on menu requirements.
- Strengthened leadership skills and problem-solving abilities through successful management of diverse scenarios.

### CHEF

*Techforce Personnel* | Eastwood South Australia | March 2023 – Present (Contract)

- Liaised and negotiated with suppliers, controlling and managing costs.
- Responsible for menu planning and preparation.
- Cooked and delivered the highest quality food and beverages within budget.
- Ensured the implementation of food safety programs, processes, policies, and maintained high standards of cleanliness.
- Oversaw the effective management of stock.
- Delivered exceptional customer service.
- Supervised and coordinated activities of cooks and workers engaged in food preparation.
- Collaborated with other personnel to plan and develop recipes and menus.

- Checked the quality of raw and cooked food products to ensure that standards were met.
- Managed the stock control and food ordering based on the menu.
- Improved skills in leadership and problem solving in diverse scenarios.

## CHEF

*Express Employment Professionals* | Canberra Australia | June 2021 – Present (Contract)

- Manage the kitchen and deliver food as needed as a fill-in chef.
- Develop, motivate, and train culinary staff to meet and exceed established food preparation standards on an ongoing basis while always maintaining food safety standards.
- Oversee the ordering and stock control processes and perform stock takes and data entry.
- Maintain accurate and up-to-date costing of all dishes on the menu and participate in the menu development process.
- Prepare and decoratively display food and determine how to display food.
- Responsible for ensuring food handling standards and good sanitation practices.

**CHEF**, *Government House, Dunrossil Drive, Yarralumla* | Canberra Australia | March 2006 – September 2006 (Contract)

- **Achievement:** Governor-General Major General Michael Jeffery His Excellency quoted at the Staff Easter Party in 2006, “Chris is nine Chefs in one!

## RELEVANT ACTIVITIES

### Design, Maintain and Publication of Websites

- Lorco Firearms
- Australian Hunting and Vermin Control (AHVC)
- Girls with Guns Australia – being built now
- Lorco Shooting Academy (LSA) – being built in future

## PROFESSIONAL MEMBERSHIPS

- **Public Relations Institute of Australia**
- **The Australian Culinary Federation**

## REFEREES

### Sylvia Elix

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