resume

Queensland Art Gallery/ Gallery of Modern Art (Food and beverage Supervisor)

July 2025- PRESENT

Café supervisor at both Queensland Art Gallery and Gallery of Modern Art outlets.

1. Excel in communication through outlook, teams and work across humanforce for timesheets.
2. Open and closing duties- running and organising shift plans and leading a team of 5.
3. Producing extensive end of day reporting every shift through excel spreadsheets.
4. Cost calculation and wage percentage mediation.
5. Reporting to a team of operations managers and completing weekly requisition sheets.
6. Train multiple staff members on floor.
7. Work as a barista, cashier and runner on floor.

Broken Hearts Burger Club – Restaurant Manager

September 2022 - PRESENT (Casual employee from September 2021-September2022)
Restaurant Manager of multiple stores within the Broken Hearts Burger Club company.
1. Opened and planned a brand new store; set systems in place for my team.
2. Hired and inducted/trained 15 new employees: added them into payroll and interviewed them for their position.

EDUCATION

Queensland University of Technology, Bachelor of design (Interior Architecture) January2021 - January2023
Studied a portion of this degree, however changed degrees

Queensland University of Technology, Bachelor of design (Visual Communication) January2025 - January2026
Graduating December 2026

Cleveland District State High School, International Baccalaureate Diploma Program February2018 - December2020 High intensity extension diploma completed instead of ATAR. Required completion of 9 high level subjects with internal and external assessments. Also completed 2 certificates within this (C ERT II AND III IN SAMPLING AND MEASURING AND LABORATORY SKILLS)

3. Worked 40hr weeks in store running teams of five people each shift
4. Managed two shops at once and split my time evenly between the two.
5. Succeeded in stocktake tracking and ordering, while aiming to reduce costs for the company.
6. Produced a store roster weekly, while following a set budget.
7. Embodied the company's core values everyday and motivated my staff to do the same.
8. Produce food to the highest quality and standard
9. Follow and achieve management goals set from the company CEO.
10. Conduct excellent communication between myself and employees.
11. Managed a multitude of people with different skills and learning techniques and strived to find training methods suited to the individual.

These skills are not only valuable in the food service industry but also transferable to various other professions, making a management position a valuable learning experience.

Target, Carindale – Team member

September2021- December2021

1. Followed set daily tasks and completed them within the set timeframe.
2. Followed all safety precautions when in stock factory
3. Greeted customers at door
4. Controlled stock and returns bays
5. General tidiness of store
6. Ran change rooms, organized excess clothing
7. Filled and organized shelves
8. Attended to customers and helped them locate items

SKILLS

Photoshop
Indesign
Illustrator
Leadership
Communication
Customer Service
Team Management
Problem-Solving
Financial Management
Time Management.
Adaptability
Food Safety and Hygiene
Crisis Management

QUALIFICATIONS

FOOD SAFETY CERTIFICATE
CERTIFICATE II IN LABORATORY SKILLS
CERTIFICATE III IN SAMPLING AND MEASURING
INTERNATIONAL BACCALAUREATE DIPLOMA
CROSS-CONTAMINATION AND DIETARY KNOWLEDGE CERTIFICATE
FULLY VACCINATED

REFERENCES

Spencer Atwood:
BHBC regional manager
Ph: 0415 303 596

AVAILABILITY

MONDAY-SUNDAY ALL DAY