

MADDISON SULLIVAN

Cranebrook NSW 2749

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EXECUTIVE SUMMARY

A passionate and dedicated AIN and support worker student who is eager to further her studies after completion. A love for the elderly and vulnerable individuals including those living with a disability; to help improve their quality of life. Able to work in a fast-paced and multi-tasking environment due to previous experience.

EMPLOYMENT HISTORY

Hawkesbury Living Richmond

May 14th - May 24th

Clinical work placement

- Personal Care
- ADL's
- Social interactions with residents

Kellys Bar and Kitchen, Penrith Panthers Leagues Club

June 2023- Present

Part time - Supervisor

- Bistro Tills/pass/floor work
- Customer service
- Cash handling
- Constant busy environment
- Delivery room service
- Bar work
- Pulling out daily sales figures, to put in reports

The Coffee Club, Cranebrook

November 2021 - June 2023

Part time- Shift manager

- Training new FOH/BOH staff
- Opening and closing FOH cafe/BOH kitchen
- Barista
- Customer service/handling cash
- Ordering of goods and services
- Managing weekly food and labor costs

Key Achievements

- Work ethic acknowledged by manager and store owner
- Shift manager
- Kitchen manager
- 2022 volunteer westcare charity night

Leaf Cafe and Co, Cranebrook

June 2019 – November 2021

Casual team member

- Barista
- Closing FOH operations
- Customer service

McDonalds, Cambridge Gardens

March 2019 – December 2019

Casual team member

- Customer service
- Use of cash register

Lakeside Restaurant, Cranebrook

April 2022 – November 2022

Casual Cook

- Working under significant time pressure
 - Preparation of seafood, meat and vegetable products
 - Plating dishes for functions and Ala Carte menu
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EDUCATION

TAFE NSW

Certificate III Individual Support (Ageing & Disability)

February 2024 – July 2024

Xavier College Llandilo

2016 – 2021

Higher School Certificate (HSC)

OTHER CERTIFICATES

St John NSW First Aid Certificate

May 2023

Australian Barista school - Barista Course National

October 2021

Hospitality courses RSA/RCG

April 2022

Working with childrens check (volunteer)

February 2024

National police check (volunteer)

February 2024

NDIS Check (volunteer)

February 2024

Hand Hygiene Certificate (HHA)

March 1st 2024

The PCC4U Care Worker Toolkit

April 4th 2024

KEY SKILLS & STRENGTHS

Communication

Flexible

Collaboration

Good time management

Passionate

Critical thinking

Patience

Empathetic

Team work

