

 RESUME

Personal Information

GIVEN NAME / FAMILY NAME Maddison Fowler
ADDRESS 35 Underwood Circuit Harrington Park NSW 2567
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NATIONALITY Australian
DATE OF BIRTH 15.02.2004
GENDER Female

DESIRED POSITION

Work Experience June 2020
Hospitality Worker
DATES Managing budgets, customer service, supervising
POSITION maintenance, coordinating departmental tasks,
RESPONSIBILITIES rostering, handling POS and deputy software and
overseeing food and beverage.
180-186 Argyle St NSW
Cafe

EMPLOYER / ADDRESS
TYPE OF BUSINESS January 2020
Netball NSW Clinic Coach
DATES Teaching relevant skills, tactics and techniques,
POSITION monitoring and enhancing performance by providing
RESPONSIBILITIES tuition, encouragement and constructive feedback.
identifying strengths and weaknesses, advising about
health and lifestyle issues, developing training
programmes, undertaking administrative tasks, assisting
with sports promotion/development.
Sydney Olympic Park Netball NSW
Coaching clinics

EMPLOYER / ADDRESS Admin (Bevchain)
TYPE OF BUSINESS

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POSITION RESPONSIBILITIES	Collecting documents from departments, developing an effective document storage and filing system and digitilising hard copies of documents. Bevchain Erskine Park
EMPLOYER / ADDRESS TYPE OF BUSINESS	EL PATRON BAR AND RESTAURANT
DATES POSITION RESPONSIBILITIES	Managing budgets, customer service, supervising maintenance, coordinating departmental tasks, rostering, handling POS and deputy software and overseeing food and beverage. Delegating between sections for turnover of sessions for dine in. Having bartender experience and waitressing knowledge.
EMPLOYER / ADDRESS TYPE OF BUSINESS	Medical receptionist
Education and Training	Dealing with patients concerns and needs, handling eftpos settlements at the end of day. Using software for example Blue chip and Medical director. Communicating between public and private hospitals. Booking appointments and post op appointments for patients. Creating files for patients, scanning, filing and organising paperwork.
DATES QUALIFICATION AWARDED INSTITUTION	February 2009- December 2020 Primary and Preliminary Schooling Robert Townson Primary (K-6) St Benedicts Catholic College (7-12)
DATES QUALIFICATION AWARDED PRINCIPAL STUDIES	HSC Course Study (2020-2021) Receiving HSC certificate 2021 and receiving an ATAR of 65.5
INSTITUTION	-Studies of Religion II -Community and Family Studies -English Standard -PDHPE -Geography St Benedicts Catholic College

-Year 11 and Year 12 Wellbeing prefect (managing fundraisers and charities to promote wellbeing within the college, providing support and strategies to help with physical, emotional, mental, social and spiritual wellbeing of students)

-Bachelor of Nursing degree 2023 Current
University of Wollongong

English

Serving Experience, Communication skills, Hostess, POS handling, Microsoft Word, Upselling, Computer Skills, Microsoft Powerpoint, Food Service, Blue chip, medical director
Time Management, Restaurant Management, Cashiering, Organisational Skills, Guest Services, Computer Operation, Cleaning Experience

