

SARAH SYMES

Achievements

- 2008, Responsible Service of Alcohol short course completed
- 2005, Victorian Certificate of Education
- 2005, Recipient of Sr. Justine Power Award at Clonard College
- 2005, Special Contribution Award for Outstanding Service to School Administration
- 2003, Student of the Year at Monea Music Centre

Education

- Bachelor of Multimedia (Business Marketing), Swinburne University of Technology, expected June 2009
- Years 7-12, Completion of VCE, Clonard College 2000 - 2005
- Pianoforte Grade 7, Music Theory Grade 4, Monea Music Centre, 1994 - 2005

Interests

My interests outside of Uni and work are photography, design, cooking, going to gigs and festivals, eating out at beautiful restaurants and bars around Melbourne, reading entertaining books and writing lists.

Volunteer work

- Sales Assistant, Grandma's Bottom Drawer, March 2003 - November 2003
- Shop Assistant, St Laurence Food Bank, July 2003 - September 2003

Working Skills

Team member, hard worker, fast and keen learner, excellent listener, able to follow instructions, accepts responsibility, honest, reliable, trustworthy, easy going, friendly nature.

Computing Skills

Microsoft Office 2007
Adobe Photoshop, Illustrator, Premiere Pro, Audition, Dreamweaver, Flash, Fireworks, Director MX
Autodesk 3ds Max
CSS, HTML, Javascript, MySQL, PHP, XML/XSL

Referees

Elizabeth Roussis
Franchisee of Spudbar Hawthorn
Ph: 9819 6679

Frank Ciorciari
Part-Owner of Café Sapore
Ph: 9568 8443

Shane Grigoriadis
Location Manager Hoyts Victoria Gardens
Ph: 9425 4421

Contact

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Work Experience

Web Design, Sarah Louise 2005 – current

I designed and implemented many websites for clients with guidelines from the employer, and the ability to follow strict instructions from employers.

Waitress, Sawyers Arms Tavern February 2009 – March 2009

Tasks include waiting tables, serving food and drinks, organisation of functions, use of the till and EFTPOS, cleaning and clearing tables, resetting, polishing cutlery and glassware.

Researcher, Buddy UK November 2008 – February 2009

People message in with questions, you research it on the internet, and give a 160 character exciting and interesting answer within 3 minutes. Work from home.

Junior Graphic Designer, Brown Ink Design October 2008 – December 2008

Research of projects, coordinating many projects together, designing pamphlets & websites for clients, taking on board criticism & listening to all inputs.

Premium Cinema Worker, Hoyts Cinemas, April 2008 – September 2008

Tasks included waiting tables, serving food and drinks (including alcohol), preparing meals, the organisation of functions, use of the till and EFTPOS, opening and closing of the La Premiere lounge and Director's Suite bar, and general cleaning. There were a lot of unsatisfied customers because of high cinema prices, so a sharp mind and the ability to sympathize with a patron was a must. We also used 2-way radios.

Wait Staff, Café Sapore, July 2007 – April 2008

Tasks included waiting tables, organising functions, taking orders, serving food and drinks (including alcohol), preparing meals, use of the till and EFTPOS, cleaning the café including fridges, grills, mopping and sweeping, clearing and cleaning tables, and polishing glassware and cutlery.

Sales Assistant, Spudbar Hawthorn, August 2006 – January 2008

Interaction with customers was vital at Spudbar because it was a small store, so we had a lot of regulars. Each employee was on shift with themselves, so we learnt to deal with aggressive customers and make decisions that were going to affect the whole store. Other tasks included food handling and preparation, use of the till and EFTPOS, cashing up at the end of each shift, use of alarms and safes, and cleaning everything spotlessly.

Keyboardist, Sweethearts, 2003 – 2006

Sweethearts are a band from a Geelong all girls high school, who play motown, blues and soul music around the country and the world. I was a keyboardist for the Sweethearts, and we played at least one gig a week for many audiences.

Requirements were: we had to attend 1x 2 hour rehearsal every week, and we were also our own roadies, so each gig we packed and unpacked the truck, set up, did sound checks, and everyone had to learn each song by memory. We also recorded in our own studio every few months, and released an album and an EP while I was in the band.

Receptionist, Clonard College, November 2004 – November 2005

I took over the Office two mornings a week while the teachers and admin staff were in meetings. Myself and another Year 12 student answered calls from the public, helped parents and students with enquiries, took messages for Staff, and undertook some general filing tasks as well.

Sales Assistant, Tate's Toy Kingdom, November 2003 – January 2004

I was employed for the Christmas season, so my duties included helping customers pick out gifts and find items they had to get on their lists, use of the till and EFTPOS, and using a Lay-By system.