

BRYANA INNIS

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DATE OF BIRTH: 10/08/1995

Profile

I like to consider myself a dedicated and easy going person who will perform any task assigned to me to the best of my ability. I have had experience working in a fast paced environment that enables me to work collaboratively with co-workers. I have a high level of interpersonal skills through my years of studying English at university as well as through other work ventures & volunteering.

Experience

Receptionist - Part Time

East Gosford Chiropractic Clinic March 2016 - Sept 2020, East Gosford

- Acting as a first point of contact: dealing with correspondence and phone calls
- Managing diaries and organising meetings and appointments for the chiropractor
- Managing patients, confidential patient information and customer service
- Preparing treatment rooms prior to appointments, occasional clinical work including the administration of diagnostic assessments.

Waitress/Barista - Casual

Max Brenner Chocolate Bar Sept 2016 - March 2018, Tuggerah

- Greeting and serving customers at the register and providing table service
- Preparing beverages such as coffee, espresso drinks and tea
- Collecting and processing payments front of house
- Ensuring dining areas are clean and maintained for customers

Waitress - Casual

Hero Sushi Jan 2014 - Nov 2015, Tuggerah

- Greeting and serving customers at the register and providing table service
- Preparation of hot teas and soups
- Collecting and processing payments front of house
- Ensuring seating areas are clean and maintained for customers

Education

Macquarie University Jan 2014 - Dec 2020, North Ryde

Bachelor of Arts - Part Time

Major: English

Minor: Creative Writing

Sydney Institute of Business and Technology Feb 2014 - Nov 2014, North Ryde

Diploma Arts

Tafe Feb 2012 to Nov 2012, Gosford

Tertiary Preparation Certificate (HSC)

Skills & Training

Feb 2016

RSA Certificate - Responsible Service of Alcohol -
Sydney, Australia

Feb 2016

RCG Certificate - Responsible Conduct of
Gambling - Sydney, Australia

Dec 2012

Certificate II in Business Studies

Volunteering

General Helper, Fig Co-Op Aug 2008 -Jan 2017, Ourimbah

- Organizing and stocking food for customers
- Serving customers and handling payments
- Cleaning the premise/hallway after us

References

Dean Roy

East Gosford Chiropractic Clinic

Jen Ridley

Fig Co-Op Coordinator

Numbers Available Upon Request