
PATRICIA KING

Address; currently travelling

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PROFESSIONAL SUMMARY

I am a wife and mother of 2 children, a hardworking, reliable individual, who enjoys stable and secure employment. I regard myself as an enthusiastic team player, who can be relied upon in all situations. Although in the early days, most of my working experience has been in hairdressing, I have developed strong interpersonal, communication, management and organizational skills by operating my own business that are applicable to a broad range of industries. I am a fit, non-smoking and healthy person, with a great desire to learn and adapt myself to new challenges.

In between employment I have traveled Australia and overseas with the family.

WORK HISTORY

Campground manager, 05/2022 to 11/2022

Mullumbimby Leagues Campground – Mullumbimby, NSW

- My husband and I took over the caretaking of the campgrounds after the floods in Feb, with minimal campers onsite.
- Checking campers in and out, show them to their sites.
- Cleaning of the grounds and amenities.
- Resolving and de-escalating conflicts between long-term campers, evicting guests as needed.
- Cooking & front of house in the League's club bistro on Friday nights, basic pub menu.
- Create accounts for long term campers using RMS
- WikiCamps reviews attached for reference.

Moreton Telegraph Station allrounder, 06/2021 to 09/2021

Moreton Telegraph Station – Moreton - Cape York, Qld

- Main duties; operating the kiosk, front of house, merchandise sales, camping bookings, national park bookings, directing campers to their allocated campsites, cleaning of safari tent accommodation and amenities. Seasonal work, short term contract.

Aviation Protection Officer, 05/2020 to 02/2021

Cloncurry Shire Council – Cloncurry, Qld

- Directed passengers navigating screening process, providing additional support to individuals exhibiting difficulties.
- Maintaining compliance with current legislation in all security and safety procedures.
- Utilizing excellent verbal and written communication skills.
- Resolving and de-escalating conflicts
- Providing consistent high-quality customer service.
- Qantas desk check- in and ramp (In training)
- Searched baggage containing potentially prohibited items by hand, demonstrating caution appropriate for level of suspected risk.
- Discretely observed behavior and demeanor of travelers and staff to screen for suspicious actions.

Resource Officer Warehouse, 03/2017 to 09/2019

Rio Tinto – Nhulunbuy, NT

- Maintained excellent attendance record, consistently arriving to work on time.
- Process high volumes of workflow data in SAP, including receipting invoices and service entry sheets, coordinate day to day purchasing requisition activities for goods and services.
- Manage inbound and outbound airfreight, inclusive of packing, identify if Dangerous Goods and and package accordingly, attach required documentation, coordinate courier for collection.
- Reviewing SAP master data and history to ensure stock has been accounted for.
- Sourcing and procurement of inventory, goods receipting, processing orders and stock control including handling, storage, and documentation activities.
- Communicate with all work areas onsite if correct goods received and collection from the warehouse and/or organize goods delivery by the warehouse operators to the required work areas.
- Analyze and properly process product returns, assisting work areas with finding alternative stock to meet needs.
- Coordinate warehouse operators and delegate responsibilities (picking stock and local refinery deliveries of goods) to ensure warehouse and procurement functions are completed in a timely and safe manner.
- Provide a high level of administrative support to the supervisor, investigate invoice discrepancies and aged accounts receivables.
- Duties to cover leave for the Inventory Analyst: Identify and control warehouse stock requirements and establish and maintain MRP parameters for the replenishment of store stocks - Catalogue requests review and approvals.
- Create/amend work instruction documents to keep procedures current in the system.
- Tracking purchase orders and reviewing material history and usage to assess accurate stock levels

Café Proprietor, 08/2010 to 03/2017

self-employed – Nhulunbuy, NT

My husband and I opened up a dine in/take away café.

Whilst my husband took care of the cooking, I took on the responsibility of:

- Coordinating and training of all staff
- Set-up and maintaining of the POS cash register system, integrated with accounting software MYOB.
- Assisting in the kitchen/coffee station and interact with the customers
- Observing presentation and serving of all meals
- Maintaining inventories, monitor supplies carefully - being located in an extreme remote area, fresh produce would arrive on the barge once a week, estimate demand, and develop an inventory control program that lowers costs. additionally, coordinate equipment repairs and oversee food ingredients and equipment purchases.
- Adhering to food safety regulations
- Administering payroll and GST reporting using the accounting software MYOB
- Financial decisions regarding allocations and menu price points.
- Recruitment of staff - including sponsorship of 2 chefs from overseas on Subclass 457 visa's, the process was successfully completed in 12 months to become an approved sponsor for 5 years, it added value and new flavors to the business.
- Staff housing - through DEAL (A for non-profit development body to support economic diversification and growth in East Arnhem Land)
- All marketing
- Monitored social media and online sources for industry trends.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.

CERTIFICATIONS

International TESOL Certificate VI
TLID2003 Handle DGs/Hazardous substances
MYOB Accounting plus & Payroll
RSA - Responsible Service of Alcohol
Ladies & Men's Hairdressing Diploma
Typing: wpm, 95% accuracy

REFEREES

Swapna Chakkapurakkal - Specialist Warehouse Rio Tinto Gove
Mob. 0438 618 191

Colin Stiff – Rotables Rio Tinto Gove
Mob. 0408 401 837


Wendy Hintz – Owner of Moreton Telegraph Station
Mob. 0438 079 005

Mullumbimby Leagues Camping WikiCamps Reviews:

09:05 4G 09:06 4G


Mullumbimby Leagues Club Mullumbimby Leagues Club

Details Reviews Fees Photos Details Reviews Fees Photos

 **Peter J Rogers**
1 month ago

Thank you Paul for your very helpful reversing instructions. The camping grounds are good. The area's that were soft and muddy are drying out. The amenity block is good and well maintained .
Would love to spend a lot more time than we did,maybe next time. I hope the road in will be fixed by then


👍 4 🗑️ 0

 **Wendyro**
1 month ago

This was a great find! At first we called shared to see if they had space but the phone ring out. Disappointed, we figured it must've been too late as it was after 6pm. We received a call back almost immediately after we hung up. Ken was so pleasant and very accommodating. He have very clear directions and nothing was too hard for him.


The location was ideal, very quiet and handy. Plenty of roomroom too. Great area to stay at. Def a 4-5

☆☆

 **pheonaT**
1 month ago

What a find!
First time here and we had a ball. We booked three nights with power. The showers are the BEST I have had on our 2 month trip! HOT and lots of pressure. The facilities are clean and NEW too.
The Caretakers, Trish and Paul, were fabulous. Very friendly, happy and eager to help with whatever was asked of them.
We went to the brewery that's just next to the campgrounds (Wondana Beers) on the Thursday night and had a ball playing quizz with a large group of fellow travellers and locals. Great beers and pizzas too.
Top spot and would recommend.

👍 4 🗑️ 1

 **Paultrish**
1 month ago

Francobellavita, you've paid \$12.50 per person for the night, you've done well finding cheaper! Happy for you that found something up to your standards.

👍 0 🗑️ 1 [Edit](#)



Explore Some More

1 month ago

Great spot, so much so we planned on staying 3 and stayed 5. 20 mins to Byron Bay and 10 mins to brunswick heads. Fishing within metres of your campspot, playground for kids, little forest area where kids meet up and build cubbies and plenty of room for kids to bike or kick a footy. Fires in a fire pit also allowed. Caretakers very helpful and amenities spotless. Well done mullumbimby

2 likes 0 dislikes



Marg & Rick

1 month ago

This caravan and camping ground was our go to for many years, but the last couple of years we have used the showgrounds instead. We were delighted to discover that the park is now managed by a new couple, very friendly and efficient....we were also pleased to find out that the Friday night bistro was still going. The \$33 per night for power and water is almost double what we originally paid back in 2015 but there is now a dedicated shower, toilet and laundry block. Not that we use it.



Green grass sites, lots of space, also lots of vans here. Facilities modern, clean, hot water, friendly caretaker. Close to leagues club open for evening meal. Pet friendly.

1 like 0 dislikes



Goin Boosh

16 days ago

Enjoyed our stay here, nice to have space and green grass around. Amenities were new and clean, grounds well maintained apart from the road in which was full of pot holes. Great accomodating caretakers, very helpful and lovely. Would definitely stay here again.

4 likes 1 dislike



Rob Mac

23 days ago

Great place, very friendly. Had a meal at the Leagues Club, very nice and good price for food and drinks. Definitely worth a stay and central for around the area.

1 like 1 dislike



Peter J Rogers

