

NICHOLAS REID

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APPLICATION PROFILE

Currently working as a Duty Manager in Dan Murphy's, Bondi and as an International English Tutor for Tutoroo. I occasionally work in music events as an event staff member and I tutor English, Spanish and Hebrew privately.

I am a Qualified ESL Teacher, paralegal and Insurance broker. I also have volunteering experience in both Australia and Israel along with experience in hospitality, retail and event work.

EMPLOYMENT HISTORY

International English Tutor

Tutoroo

June 2023 – Current

- Assisting in English studies and Learning for one student in Israel

Duty Manager

October 2022 – Current

Dan Murphys – Bondi Junction

- Customer facing
- Stock management
- Sales
- Task Delegation

Event Staff

October 2022 – Current

Event Services Australia

- Ticket Scanning and providing general advice to patrons at music events

Volunteer Tutor

August 2022 – December 2022

Wesley Mission

- Conducting Hebrew and Spanish Classes for Seniors

Volunteer in Israel

September 2021 – July 2022

VOIS (Volunteer in Israel)

- Casual Teacher at Merhavim Elementary school
- Assistance with 'Nesher' program (Adults with cognitive disabilities)
- NGO International fundraising/grant writing with 'Pitchon Lev' working alongside Mr 'Peleg Reshef'
- Adult night-time community English classes
- After school English classes for children
- Assisting child with special needs through local municipality two days a week
- Organising community events
- Community mapping project analysing the distribution of textile waste in the city of Rishon Le Zion, Israel.

Online English Teacher (Practical Experience)

July 2021- July 2021

Wonder English

- Taught four online children's classes in China

Hospitality Contractor

November 2020 – June 2021

Pinnacle People

- Vendor work at state of origin - 2020
- Kitchen Staff at Parliament House Dinner – 2021
- Valet and Concierge - Peir 1 Hotel December 2020 & March 2021

Retail Assistant/Supervisor

July 2020 – February 2021

Red Cross

- Maintaining the cleanliness and organisation of the shopfront
- Receiving clothing donations
- Pricing clothing to be distributed on the floor
- Operating the register and processing customer's purchases
- Assisting customers with information for local essential services should they be required
- Creating clothing combinations for our shopfront display
- Financials: Counting float/ maintain budget and sales data
- Delegating tasks to other volunteers
- Organising rotation of stock between locations
- Use of POS and eftpos systems

Assistant Account Executive/ Account Executive

July 2013 – February 2019

Marsh Advantage Insurance Brokers

Jardine Lloyd Thompson

Steadfast IRS

Rural and General Insurance Brokers

Responsibilities

- Preparing and processing documentation related to accounts payable and receivable.
- Reconciling invoices and despatching payments
- Calculating, analysing and investigating the costs of proposed expenditure, wages and standard costs
- Preparing bank reconciliations
- Allocating expenditure to specified budget accounts.
- Summarising expenditure and receipts
- Preparing records of standard costs and values for items such as raw materials and packaging supplies

- Recording cost variations and contract price movements
- Compiling cost data for preparation of operating budgets, and profit and loss calculations
- Investigating the costs of proposed expenditures, quotations and estimates
- Preparing reports of total costs, inventory adjustments, selling prices and profits

Administrative Assistant

Edmund Barton Chambers

February 2010- April 2013

Responsibilities

- Providing all types of assistance to on-floor barristers and their clients
- Recording, preparing, sorting, classifying and filing information
- Sorting, opening and sending mail
- Photocopying and faxing documents
- Preparing reports of a routine nature
- Recording issue of equipment to staff
- Receiving letters and telephone messages
- Transcribing information onto computers, and proofreading and correcting copy
- Provide customers with information about services

Cook/Cashier

September 2007-February 2010

KFC

Responsibilities

- Taking and serving food and beverage orders, and receiving payment from customers
- Preparing food
- Washing, cutting, measuring and mixing foods for cooking
- Operating cooking equipment such as grills, microwaves and deep-fat fryers
- Cleaning food preparation areas, cooking surfaces and utensils
- Ordering and taking delivery of fast food ingredients

EDUCATION & TRAINING

- Official Certificate of Volunteering for the period of 12-09-2021 to 01-07-2022 Ministry of Labour Social Affairs and Social Services (State of Israel)
- Senior Volunteer Certification – Ministry of Labour Social Affairs and Social Services (State of Israel)
- Certificate of Completion – Masa Wilf Leadership Summit Specializing in Adaptive Leadership, December 2021
- International TESOL Certificate, 2021
- RSA (Responsible Service of Alcohol) and RCG Certifications
- Diploma of Insurance Broking, Goldseal, 2018
- Teir 1 Insurance Broking, Anziif,, 2015
- Teir 2 Insurance Broking, Anziif, 2014
- Diploma of Legal Services, Granville TAFE, 2009
- Higher School Certificate, Muirfield High School, 2008