

Lori Wilson Resume

1350 South Arm Rd
Bowraville NSW 2448
Ph: 02 65 648 256
Email: lwilson@aussiebroadband.com.au

Educational Qualification

- 2009 - Currently – Bachelor of Technology Education – Southern Cross University
- 2009 - Currently – Cert 3 Hospitality – TAFE
- 2006 - Return to work coordinator – Workcover
- 2004 - Responsible service of Alcohol - TAFE
- 2002 - Diploma of Business (Real estate management) - TAFE
- 2001 - Higher School Certificate –Macksville High School
- 2001 - Certificate 2 Hospitality Operations - TAFE

Employment History

2004-2009 Kara Kar Holdings Pty Ltd

Nambucca Heads

Administration, Accounts, Reception, Sales, Personal Assistant, Marketing & Advertising

Duties included: Accounts payable & receivable, filing, answering phones, national marketing campaigns, procedure manuals, asset registers, web site implementation and update, vehicle registrations, after sales service, warranties, spare parts, purchasing, producing company forms and letters, agency agreements and sponsorship proposals.

2003-2004 Caltex Highway Restaurant

Macksville

Console Operator, Fast food cook & Waitress

Duties included: Short order cook, barista, cleaning, customer service, stock ordering, maintenance of kitchen equipment, food preparation, cash handling, EFTPOS operations and operating the console.

2001-2003 Target Australia

Parramatta

Nightfill, working to planogram and customer service

2000-2001 Nambucca River Co-op

Macksville

Service Operator cash handling and EFTPOS operations

Personal Qualities

- Efficient
- Reliable
- Honest
- Fast Learner
- Well organised

References

Grant English

Kara Kar Holdings Pty Ltd

Ph: 02 65 688 444

Dean Barnett

ETC

Ph: 02 65 986 300

Thank you for taking the time to read my resume, if you require any additional information please do not hesitate to contact me