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# Bailey Evans

## Contact / Information

**Mobile:** 0406 742 497

**Email:** [bailey.evans0202@gmail.com](mailto:bailey.evans0202@gmail.com)

**Web Portfolio:** [baileyevans.netlify.app](http://baileyevans.netlify.app)

**Address:** 53 Hotham Crescent, 3029.

**Date of Birth:** 23/07/2002

## KEY SKILLS

- **Effective Communication and Coordination** - Both my jobs as a Party Coordinator and an Allocator have required me to maintain concise and clear communication with my colleagues and clients to ensure operations run smoothly. I also communicate changing situations with hospitals to maintain clarity and ensure agency staffing needs are met via both phone and email correspondence.
- **Willingness to Learn** - Something my employment experience has instilled into me is a desire to understand not just my own area of work but that of others as well. If you can understand multiple areas of business operations, it can improve your abilities in your own area through gaining different perspectives and you are always able to aid others when needed.
- **HTML5, CSS & Python3** - My ongoing course at Coder Academy has taught me skills in HTML, CSS and Python - and I am slated to learn how to code with JavaScript, React.js, SQL, and more.

## ABOUT ME

I am a motivated student currently studying Full-Stack Web Development with 3 years of hospitality experience and 7 months of administration experience, developing my skills in a variety of areas. I pride myself in my determination and trustworthiness, and would bring my very best efforts to any prospective jobs.

## EXPERIENCE & EDUCATION

### Diploma of Information Technology - Full Stack Web Development (Ongoing)

Expected to complete Aug 2023

- In this ongoing course, I'm learning skills for both front end website development - learning languages such as HTML, CSS, JS, and React - and learning back-end functionalities such as databases, SQL, and Python.

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## Bachelor of Arts (Ongoing) - Monash University & Deakin University

ONGOING

- I've completed two years of study in my Bachelor of Arts - The first at Deakin studying Anthropology, then the second at Monash majoring in Archaeology. I've taken a break from these to complete a Diploma in Information Technology.

## Certificate III Hospitality, William Angliss Institute

COMPLETED 2019

- This aided me in my ability to provide great customer service, and how to approach situations at a variety of potential workplaces.
- I also had an **RSA**, though it needs to be renewed and can be done so if ever required.

## FirstCall HEALTH - Administration & Allocation

MAY 2022 - PRESENT

- My job as an Administration and Allocations officer has been hectic, but rewarding. I help manage allocations for agency nurses for multiple hospital and aged care clients in a fast-paced environment where time management and critical thinking is key.
- Teamwork has been a core component of my work with Firstcall HEALTH - Delegating tasks between staff members and communicating effectively either in the office or online are hallmarks of a day in the office and crucial to ensuring all the clients needs are satisfied.

## Wyncity Point Cook - Sales Associate, Party Host

JUNE 2018 - MARCH 2021

- As both a Sales Associate and Party Host at Wyncity, I was tasked with coordinating parties of between 10 and 40 children around the centre in a timely manner, adjusting and adapting according to various factors and time constraints, and working around other party hosts doing the same to ensure smooth and efficient operations.
- Furthermore, I had experience in serving a large variety of customers, between families and more mature late night bookings. I was also involved in the booking and selling of Bowling and Laser Tag, various administrative activities such as the preparation of arcade cards and assisting in preparing for functions, and the exchange of tickets for prizes.

## AVAILABILITY

My availability is quite flexible - I am able to organise most of my studies around work and would be able to work at all times except Sunday.

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## REFERENCES

### **Fiona Fiscianelli**

Former Manager at Wyncity Point Cook

- Email: [fionafas97@gmail.com](mailto:fionafas97@gmail.com)
- Contact Number: 0405 181 512

### **Cassandra Hardy**

Mentor and Former Teacher

- Email: [cassandra.hardy@education.vic.gov.au](mailto:cassandra.hardy@education.vic.gov.au)
- Contact Number: 9974 7777 (Ask for Cassandra Hardy)