Phoebe Millington-O’Dwyer

Personal Details

2/3 Heywood Street, Ringwood, 3134

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DOB: 16/08/1994

Education

2012- Successfully passed Year 12.

2011 – Current: Ringwood Secondary College VCE.

VCE subjects:

* General Mathematics (Units 1 & 2)
* Business Management (Units 1 & 2)
* Biology (Units 1 &2)
* Health and Human Development (Unit 1 & 2)
* English (Units 1 & 2)

2007 – 2010: Ringwood Secondary College

2000 – 2006: Great Ryrie Primary School

Employment History

November 2011- 2012: Subway Ringwood

**Duties:**

* Customer service
* Preparing foods and drinks
* Stocking fridges
* Making food and beverages
* Cleaning the store (mopping, dishes)

Start of 2011: Café Moda Eastland

**Duties:**

* Washing dishes
* Serving customers
* Handling money
* Loading/ Unloading stock
* Waitressing tables
* Making food and beverages (milkshakes, sandwiches, iced drinks, etc

July 2010: Cabrini Hospital

**Duties:**

* Filing documents
* Making coffees
* Delivering and picking up documents for doctor
* Computer work
* Customer service

June 2010: Great Ryrie Primary School assistant teacher  
 **Duties:** - Printing, Faxing documents, using computers

- Assisting students with their work  
 - Assisting teachers with small duties

2010 – current: Associated Modeling Agency  
 - Castings

* Winner for make up artist in ‘Body Shop’

Competition

2010 – current: Local Football club Volunteer

**Duties:**

- Customer service  
 - Canteen duties

2010 – current: AMP Finance Assistant for Frank Millington

**Duties:**

* Filing paperwork
* Computer work
* Cleaning office (vacuuming)
* Making coffee
* Ordering resources (envelopes, etc)

Additional Skills & Certificates

-Computer Skills (Mac & Windows)

* Microsoft Word
* Microsoft PowerPoint
* Internet Researching

-OH & S Certificates

* Safe At Work – General

-Model at Associated Models

-Year 12 Certificate

Interest & Activities

* Art
* Fashion
* Animals
* Dancing
* Cheerleading
* Modeling
* Piano
* Photography
* Family and friends

Referees

Referee 1: Kim Brown – local footy club vice president  
 0432 729 118

Referee 2: Ian Carlisle – Cabrini hospital

Referee 3: Frank Millington – Financial Planner

0412 561 791

Referee 4: Lida - Café Moda – Eastland Shopping Centre

Referee 5: Daniel – Ringwood store.







