

Contact

Phone

0432 566 208

Email

emimehegan@gmail.com

Address

1100 Barrabool Rd

Barrabool

VIC 3221

Education

2006 - 2010

Ceres Primary School, Ceres

2011 - 2018

Christian College, Highton

2019- 2022

Deakin University, Waurm Ponds

Bachelor of International Studies

Major: Anthropology

Expertise

- Barista
- Administration
- Waitressing
- Customer Service
- Cooking
- Sales

Language

English

Emily Mehegan

Through my five years of work in the hospitality industry I have gained experience in the many roles that are required in restaurants and cafés. These include waitressing, working in kitchen and as a barista. I have also had retail experience selling coffee beans and appliances at 'Cottle on Coventry'.

Experience

○ 2021 - Current

Brickhead Collectables | Newcomb, Geelong

Admin Assistant | Sales

- Completing stock take on a wide range of products and inputting them into an online system/Microsoft Excel
- Completing online orders for customers in a timely manner to ensure packages are sent out on time
- Working independently meeting weekly/daily tasks
- Working at multiple conventions a year (e.g Comic Con, PAX) completing sales and providing information on products to customers
- Creating new online listings for incoming products/updating website with current products

○ 2021 - Current

The Coffee Stop | Newcomb, Geelong

Barista | Waitress | Cook

- Making coffees and looking after upkeep of machine and appliances
- Working in a kitchen cooking a range of items and plating dishes
- Keeping on top of café stock. This includes ordering and packing away stock to ensure café is running smoothly
- Aiding in the training of new staff
- Experience in both opening and closing of the café. This also includes till balancing at the end of the day

○ 2017 - 2021

Cottle on Coventry | South Melbourne, Melbourne

Waitress

- Selling coffee beans and coffee appliances to customers, providing information on different coffee makers and coffee beans
- Memorising different coffee tasting notes to provide customers with adequate information before purchase
- Welcoming and seating customers in a friendly manner
- Aiding customers on menu choices while taking orders and looking after multiple tables at a time

Reference

Tim Johnson

Owner, The Coffee Stop

Phone: 0458 023 386

Bec Smallwood

Manager, Brickhead Collectable

Phone: 0423 089 601