

LAUREN RICE

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CAREER OBJECTIVE

My achievements to date are a result of my integrity, reliability, enthusiasm and dedicated, proactive personality coupled with my ability to work autonomously and as a team member. I have a personal commitment and interest in Scientific research, specifically in the medical field. My objective is to apply my existing skills in an environment whereby initiative, attention to detail and communication skills are valued and to deliver outstanding results. After years in the hospitality industry learning leadership and organisational skills I now seek new challenges and rewarding roles which allow my interest in marine conservation and my science degree, to thrive in a science based career.

CAREER SUMMARY

Feb – Apr 2015	All Out Africa, Volunteer marine researcher
June 2018- Current	Diggies, North Wollongong
Apr -Jun 2015	Granger & Co, London
Nov 2012 – June 2018	Camden Valley Inn Manager , Team Leader, Waitress, Barista, Functions
Nov 2010 – Nov 2012	Silver Jade Restaurant , Waitress
June 2012 - Nov 2012	Coffee Gossip, Narellan Waitress, Food Prep
Apr 2012 – Jun 2012	Lexies Restaurant Fine Dining Waitress, Barista

INDUSTRY EXPERTISE

- Diving, PADI Advanced Open Water
- Decision Making and Prioritisation
- Communication and Interpersonal Excellence
- Strong Organisational / Time Management Skills
- Conflict Resolution and Negotiation
- Decision Making and Prioritisation
- Management of Simultaneous Tasks
- Superior Customer Service / Client Relations
- Stocktaking
- Close/Open, responsible for cash reconciliation
- RSA, RGA
- Cert III in Hospitality

TRAINING & EDUCATION

- **University of Wollongong, BSc (4th year)**
- Certificate III in Hospitality , RSA, RCG
- Camden High School – HSC Course
Advanced English,
Extension Maths,
Advanced Maths,
Biology,
Ancient History,
Geography
- Golden Key Honours society member
- Dean's Scholar

COMMUNITY SERVICE

- Lifeline Volunteer
- Clean Up Australia
- Camden Community Tree planting

TEAM SPORTS/ INTERESTS

- Diving (PADI Advanced Open water), Travel, Conservation

RELEVANT SKILLS & ATTRIBUTES

Scientific

- **Diving -PADI Advanced Open Water**
- **Marine Research (Volunteer) – identifying/counting species, data entry to global database**
- **HD average Marine Biodiversity, Physical Chemistry, Biochemistry, Inorganic Chemistry, Genetics, Biotechnology, Bioinformatics, Statistics, Cell and Molecular biology.**

Communication

- Fluent oral, written and interpersonal communication skills with strong negotiation abilities
- High level analytical skills with the ability to rectify problems and discrepancies
- Professional and diplomatic with the ability to interact at all levels

Leadership

- A proven history in leading and motivating team members – a team player
- Experience as a leader and member of work teams with the capacity to motivate others
- Capacity to work in an unsupervised environment with an attitude to think outside the square

Organisational

- Highly organised, with attention to detail, taking pride and accountability in work standards
- Ability to prioritise, organise and complete work on time within set time frames and to deadlines
- Skilled in setting my own work objectives, making decisions and managing resources
- Ability to identify issues quickly and accurately and develop effective solutions
- Ability to assess both human and environmental risks and plan and take action accordingly

Integrity

- Commitment to acting responsibly in all situations
- Strong work ethic with a demonstrated loyalty towards employers/ clients
- Motivated, reliable and punctual individual equipped with initiative and 'can do' attitude

CAREER ACHIEVEMENTS

- **Marine Research Volunteer - Mozambique**
- **Manager, Team Leader, Waitress, Barista, Bar service - Camden Valley Inn, Camden Park NSW**
- Plan and coordinate teams for functions (weddings, christenings, wakes, corporate)
- Full time day and/or night management of Bistro and function areas
- Responsible for close shifts and cash reconciliation in all bars including TAB
- Supervise bar and restaurant staff, food delivery and prepare events/ tables/gardens
- Bar service, Barista, Food Prep
- Stock take and orders
- Room service for hotel

PROFESSIONAL REFERENCES

Ms Kayla Kyling	Camden Valley Inn, Manager	0413 763 754
Mrs Leanne Watson	Business owner, personal reference	0412 097 504

OTHER SPECIAL ACHIEVEMENTS

School:

Secondary

2011 Outstanding Achievement Award for Excellence in all subjects

2008 High Distinction UniNSW English

2008 High Distinction UniNSW Spelling

2008 Distinction UniNSW Writing

Region Cross Country representative

Winner of 2 awards year 8 for academic excellence

Winner of 3 awards year 7 for academic excellence

Personal:

2017 Back Packed around South America

2015 Travelled alone to Mozambique to marine volunteer program, followed by 3 months in London then 6 months backpacking in Europe

2012 Blackmores 9km Sydney Harbour Bridge run

2011 Grand Finalist Hockey championships

2009 Completed 40 Hour Famine

PERSONAL INFORMATION

Contact No: Mob: +61 433 483 717**Email: ljr979@uowmail.edu.au****Date of Birth: 22nd October
1995**