

# Lucy Davis

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## Summary

I am a reliable, honest team member who can take instructions to undertake tasks responsibly. I am a bright, hardworking, and self-motivated person with excellent time management, communication, and customer service skills. I can adapt to demanding situations, where I can remain calm and adapt to changing environments. I am still studying my degree but have a thirst for learning and improving my GIS skills.

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## Education

**Royal Melbourne Institute of Technology, Melbourne Vic**

Currently studying a Bachelor of Geospatial Science to be completed in 2022.

My studies have included classes in cartography, mathematics, spatial information, and surveying.

Learning applications including Python, Dreamweaver, Liscad, ESRI ArcGIS, and Trimble.

In 2018, I completed a Diploma of Surveying.

**Star of the Sea College, Brighton Vic**

Graduated and completed VCE in 2017. I embraced the school spirit both academically and in extracurricular activities, including the Music Festival, debating, rowing, soccer, and the swimming squad. In late 2015, I represented Star in the Great Victorian Bike Ride.

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## Employment History

November 2018 - Present

**Woolworths, Middle Brighton** - *Cash Office, Front End, Online Orders & Bakery*

- Cash Office involved handling of the stores monetary cash and payroll.
- Front counter includes handling of money, serving and talking to customers.
- Online orders comprise of picking grocery items and packing orders under time limits, to be delivered or handed over to customers.
- Bakery duties involved baking, packaging, and slicing of bread, as well as other tasks of cleaning, labeling, and dating other products in the bakery.

August 2018 - September 2018

**Lesecta Surveying, South East Melbourne suburbs** - *Assistant Surveyor*

- Assisting surveyors in small their business, mainly conducting feature surveys.

May 2018 - September 2018

**Jolong Park, Bangholme** - *Instructor/Stable Hand*

- Working with children and adults, from beginners to experienced levels.
- Manage and care of horses in the stables and paddocks including feeding, rugging, leading, etc.
- Instruct and teach children and adults, both in lessons and on trail rides on correct position, diagonals, gaits, whilst using correct safety procedures.

December 2016 - January 2018

**Yarra Valley Trails/Ponyland Equestrian Center, Christmas Hills** - *Instructor*

- Working with children and adults, from beginners to experienced levels. Instruct and teach children and adults, both in lessons and on trail rides on correct position, diagonals, gaits, whilst using correct safety procedures.
- Manage and care of the children on overnight holiday camps and day programs. This includes assisting grooming, tacking, and riding. Managing and caring for the horses. Worked in a team environment to contribute to the overall management of the facility.

June 2016 - January 2017

**Brighton Schoolhouse Cafe, Brighton** - *Waitress*

- Handled and completed many different tasks to contribute to overall smooth workflow.
- Tasks included taking orders from customers, delivering food and beverages, cleaning, and handling money.

July 2016 - January 2017

**Tubbarubba Arabians Equestrian Centre** - *All Round Volunteer*

- Learning to train horses through the education program of 'The System'. Working with several horses, including foals to seniors.
- Taking care of the property and horses including feeding, bathing, cleaning, leading them to and from paddocks
- Regular riding in various environments such as bush trails and beaches, with several horses in different stages of their learning development.

June 2015 - July 2016

**Horseback Winery Tours/Red Hill Dressage, Red Hill** - *Assistant Tour Guide/Rover*

- Leading horseback clients on winery tours through bushland, across roads, to and from various wineries. Giving instructions both verbally and through demonstration.
- Assist in the school holiday program, helping kids to learn how to ride. Dealing with clients, including parents and children.
- Taking care of the property and horses including feeding, bathing, cleaning, leading them to and from paddocks.

January 2015 - February 2016

**McDonald's, Ormond**

- Duties including front counter service of taking order and handling money, drive-thru, and preparation of fries, desserts, and beverages.

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## References

Hugh Battistello  
Woolworths Online Manager  
Mobile: 0431 777 085

John Katacouzinos  
Woolworths Front End Manager  
Mobile: 0400 990 669

Sue Stewart  
Personal  
Mobile: 0423 981 469