
Maria-Louise Josie Cardillo

Personal Details

Residential Address: 12a Norwood Street, Toowong 4066

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Date of Birth: 14th January 1992

Education

2013 to June 2014 Masters of Tourism Leadership (Major: Tourism Marketing) University of Queensland, St Lucia Campus (Current GPA: 6.3/7)

2012 Graduated from a Bachelor of Business (Major: Sports and Events Management; Tourism Management) James Cook University (JCU), Townsville Campus (Final GPA: 6.5/7)

2009 Secondary School Certificate (Year 12), Tertiary Entrance Score (O.P 8) Burdekin Catholic High School, Ayr, Qld

Work Experience

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| 2013 - current | Michael O'Brien Catering Pty Ltd [Position: Corporate Retail] Key Responsibilities: <ul style="list-style-type: none">• Ensuring customer corporate boxes and/or suites are stocked before their arrival• Ensure purchased food is delivered on time to the customer• Receive food and beverage orders, and deliver associated orders• Clearing and cleaning the corporate boxes and/or suite |
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| 2013 – (July – Oct.) | Adventure Intern for Riverlife Adventure Centre Key Responsibilities: <ul style="list-style-type: none">• Making coffee and cleaning the café area• Assisting with tours, adventures and equipment hire• Working at events and functions• Experiencing and assisting with adventure products• Answering customer inquiries and dealing with customer service tasks• Daily business set up and pack down• Attending management meetings and reporting on tasks when required• Performing general day to day operational tasks |
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| 2012 (July – Sept.) | Spotless [Position: Corporate Retail] Key Responsibilities: <ul style="list-style-type: none">• Ensuring customer corporate boxes and/or suites are stocked before their arrival• Ensure purchased food is delivered on time to the customer• Receive food and beverage orders and deliver associated orders• Clearing and cleaning the corporate boxes and/or suite |
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| 2012 | Assistant Event Coordinator for SeaLink Magnetic Island Raceweek Key Responsibilities: <ul style="list-style-type: none"> • Attending management meetings and reporting on tasks when required • Answering customer inquiries, liaising with marketing manager and port officials • Organising volunteer shirts and tasks during the event • Organising competitor information packages, competition registration and online payments | |
| 2012 (July – Sept.) | Return of Services League Ayr Key Responsibilities: <ul style="list-style-type: none"> • Receiving and ordering customer food and beverage orders • Serving food orders and clearing tables • Making coffee and tea, preparing desserts and cleaning • Answering customer enquiries • Counting and finalising money till | [Position: Waitress/Barista] |
| 2011 | Event Coordinator Intern for Townsville V8 Supercars Key Responsibilities: <ul style="list-style-type: none"> • Answering customer enquiries, and reporting to security and maintenance staff • Assisting various levels of management as required during the event | |
| 2010 - 2013 | Parkside Office Administrator Key Responsibilities: <ul style="list-style-type: none"> • Data Entry, photocopying, scanning and filing documents • Answering the phone and general reception duties | |
| 2010 | Assistant Event Coordinator during Schoolies week, Magnetic Island Key Responsibilities During Event: <ul style="list-style-type: none"> • Answering customer enquiries and dealing with customer service tasks • Daily coordination, set up and pack down of registration desk • Coordinate Red Frog volunteers | |

Referees

Mr. Anthony Birt

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Parkside Group of Company
Telephone: (07) 4783 8200
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Miss Hanna Timmer

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Email: hanna@riverlife.com.au