

ANNELISE CONTE

acontel@parra.catholic.edu.au ~ 0468 830 862 ~ Sydney

Currently completing a Bachelor of Education (Secondary)/Bachelor of Arts (Design Innovation and Technologies) (ACU), with extensive experience ranging from customer service employment to secondary education placement and working as a teaching assistant in a school environment. I am excited about this opportunity to build upon my experience in education as a teacher. I am enthusiastic to take control, support the operations of the learning environment and to assist students in their learning. I am an autonomous worker who can easily assimilate into any team.

- Diligence and commitment demonstrated in the completion of a Diploma of Hospitality Management (TAFE).
- Strong interpersonal skills developed from working in a school environment and in collaboration during tertiary studies.
- Planning and organisation learned and practiced during the pursuit of B.Ed, B.A (Secondary, Design Innovation/Technologies).

WORK EXPERIENCE

Marian Catholic College (TAS Teacher) – January 2025 – Present

Planning and delivering engaging TAS lessons aligned with curriculum outcomes.

- Creating and managing teaching resources to support effective student learning across various TAS subjects. including Food Technology and Technology Mandatory.
- Providing individualised guidance and support to students during project work and practical lessons.
- Overseeing the safe and efficient use of tools, equipment, and materials in practical environments.
- Collaborating with the faculty to organise programs, assessment tasks, and ensure smooth classroom operations.

Marian Catholic College (TAS Assistant) – January 2024 – December 2024

Assisting teachers in the preparation of lessons and resources needed for student learning.

- Providing extra guidance to students as they work on projects in class.
- Taking on the role as a TAS teacher for practicals to further develop my skills in the classroom.
- Assisting in the organisation and management of materials for lesson preparation.

St John Paul II Catholic College – April 2023 - December 2023

Supported and assisted students with their learning and teachers in a school-based environment.

- Worked one-on-one with students to assist with building skills and knowledge.
- Offering additional support through modifications for students with learning difficulties.
- Organising materials and resources for students to assist with their learning.

Industrie Clothing – October 2021 – April 2023

Conducts daily store operations in national retail chain and assists teams achieve sales targets and meet task deadlines.

- Follow direction from store and regional managers and prioritise team tasks.
- Providing exceptional customer service directly to customers in store.
- Auditing and replenishing stock, and effectively communicating with other stores.
- Processing refunds, exchanges, and online orders.

Crown Towers Sydney – May 2021 – October 2021

Provided exceptional hospitality service within a luxury hotel environment, upholding the brand ethos and expectations from management.

- Front of House representative, responsible for welcoming restaurant guests.
 - Served food and beverages with focus on 5-star presentation.
 - Developed strong communication skills through interactions with fellow staff and clients.
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Penrith Panthers Corporate Boxes – February 2021 – October 2021

Facilitated excellent customer experience in the service of food and beverages in a luxury, exclusive hospitality environment.

- Facilitated luxury brand experience for guests
- Developed strong interpersonal skills in working with a range of personnel

Wild Pear Café Dural – 2020 – 2021

Effectively delivered customer service in a fast paced, high intensity hospitality environment, gaining skills of cooperation and team building.

- Casual front of house employee.
- Assisted with the organisation and running of functions.
- Answered enquiries and established bookings over the phone and via email.

Three Beans Café Rouse Hill – 2019 – 2020

Excellent communication and customer service in the shopping centre environment.

- Barista and Waitress
- Demonstrated an ability to work effectively as part of a team.

Griddle Restaurant, Rouse Hill – 2016 – 2019

Facilitated casual dining experience for customers in a fast-paced working environment.

- Host and front of house employee.
- Demonstrated an ability to follow direction and prioritise set tasks.

EDUCATION

Australian Catholic University – 2022 (Ongoing)

- Currently studying Bachelor of Education (Secondary)/Bachelor of Arts (Design Innovation and Technologies) at ACU Strathfield.
- Completed 35 hours of community engagement placement at Condell Park Public School.
- Completed 3 3-week placement blocks at St John Paul II Catholic College, Marian Catholic College Kenthurst and Xavier College Llandilo.

TAFE NSW – 2020

Diploma of Hospitality Management

- Developed skills in managing a business in the hospitality industry.
- Acquired knowledge of food handling and hygiene standards in hospitality settings.
- Gained an understanding of customer service skills, managing budgets and human resources management.
- Learnt how to use Opera PMS.

Marian Catholic College Kenthurst – 2014 – 2019

- Completed Certificate II in Hospitality
- Elected SRC President (Year 12)

PROFESSIONAL CERTIFICATES

- **HRTC Registration Number (HRTC87444326) - 2023**
- ASCIA Anaphylaxis E-Training – 2022
- NSW Working with Children Check – 2023
- RSA Certificate and competency card – 2020

REFEREES

Kieron Monk

TAS LOL – Marian Catholic College
PH: 02 9654 6700
Email: kmonk@parra.catholic.edu.au

Caitlin Daley

TAS/Hospitality Teacher - Marian Catholic College
PH: 02 9654 6700
Email: cdaley3@parra.catholic.edu.au