



Brittany Ronec

Brighton, VIC 3186

0428890857

Brittronec@hotmail.com

EDUCATION

Brighton Primary

2002 - 2007

Firbank Grammar School

2008 - 2014

Caulfield Grammar School - St. Kilda, VIC

2015 - 2017

Swinburne University | Bachelor of Communication Design

2018 - 2022

WORK HISTORY

SKI INSTRUCTOR 2015

Children's Ski Instructing - Mt Buller, VIC

- Obtained instructor qualification including safety training.
- Ski season - private and group classes for children and adults.

EVENT MANAGEMENT 2018

Event Management Group - Melbourne, VIC

- Was a 6 month contract which allowed me to then travel overseas for 6 months.
- Event co-ordination, excel programs, client liaison and third-party supplier research.

HEALTH CAFÉ 2019

Combi Cafe - Elwood, VIC

- Food preparation and service.

DESIGN AND CONSTRUCTION Current

Modscape Modular Architectural Homes & Commercial Buildings - Melbourne, VIC

- Weekly part-time position to learn about product and material design, project management and business operations.

ADMINISTRATION ASSISTANT Current

BRIGHTON GOLF COURSE - Melbourne, VIC

- Work in the pro-shop coordinating tee times, greeting customers, dealing with all golf enquiries and assisting with stocking purchasing and control.

INTERPERSONAL SKILLS

- Strong communicator and active listener
- Flexible and adaptable
- Friendly manner and enjoy working alone or in teams
- Quick learner
- Cooperative team member
- Very organised

SOFTWARE PROFICIENCY

- Adobe InDesign
- Adobe Acrobat
- Adobe Illustrator
- Adobe Photoshop
- Microsoft Excel

OTHER ACCOMPLISHMENTS

- Victorian State medals in several surf lifesaving disciplines
- Victorian State and Australian National medals in several snow skiing disciplines
- Surf Rescue Certificate and Bronze Medallion
- Completed the Responsible Service of Alcohol (RSA) certificate
- Certificate II in Kitchen Operations: front of house (food and beverage service) and back of house (food preparation and kitchen operations)