

BRYN WILLIAMS Resume

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Profile

I am currently employed as an Apprentice Greenkeeper at Gold Creek Country Club. I studied a Bachelor of Design at the Australian National University. Working part-time while completing my university degree has helped to develop my time-management skills. I am a confident, highly motivated person who works well in a team and works very well independently. I am a quick learner and easily adapt to new situations.

Key summary of skills

- Strong understanding of time-management strategies to ensure competing deadlines can be completed on time.
- Advanced administrative and organisational skills to manage multiple projects and workloads.
- Identifying and using resources wisely in order to make effective use of individual and team capabilities.
- Strong communication skills through listening to, understanding and recognising the needs of others.
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook and Adobe suite.
- Valuable design skills including Fusion360, 3D printers, Laser cutters.
- Along with my Design degree I have also completed a number of Art History courses including; Cross Currents in Australian First Nations and Non-Indigenous Art and Culture, Traditional Australian Indigenous Cultures, Societies and Environment, Art and Design Histories: Form and Space, and Photography and Art Histories.

Key career summary

Apprentice Greenkeeper	<i>Gold Creek Country Club</i>	June 2024 - Present
Membership Consultant	<i>Team Fitness Centre Dickson</i>	July 2021 - Present
Back of House Storeperson	<i>Rebel Sport Canberra City</i>	February 2020 – May 2021
Sales Assistant	<i>Rebel Sport Sydney City</i>	June 2019 – January 2020
Basketball Coach	<i>Newington College</i>	February 2019 – April 2019

Professional Experience

Membership Consultant, Team Fitness Centre

Responsibilities include;

- Engaging with members of the public to showcase the gym facilities, explain membership options and complete administrative tasks for new members.
- Contributing to sales targets (currently top two in membership sales)
- Greeting gym members to create a welcoming atmosphere.
- Problem solving issues within the gym.
- Contributing to team meetings and developing team goals

Sales Assistant, Rebel Sport

Responsibilities include;

- Customer service, making sure all customer requirements are met.
- Communicating with management, co-workers, and customers
- Thinking strategically to hit sales targets both in signing up new members as well as selling goods in store.
- Understanding and getting along with an array of people and environments.

Back of House Storeperson, Rebel Sport

Responsibilities include;

- Ensuring workspace is well maintained and organised to create a productive environment.
- Managing time so that all products are ready to be purchased by customers when needed.
- Confirming inventory is correct and up to date with quality standards of the company.
- Prioritising items to be restocked.

Further Employment

- Newington College Basketball Program - Coach
- Millicare – Cleaning and minor repairs on vacuum cleaners
- Nerada Tea – Cleaning, Blending tea and general manual labour.

Charity/Volunteer work

- Exodus Foundation: I have worked in the Exodus food café which feeds homeless people.
- Exodus Desert Van: I have worked in the Exodus food van distributing food to people living on the street.
- I have raised over \$600 annually from 2012 – 2016 for multiple sclerosis research by participating in the Sydney to Wollongong Bike Ride

References

- Nathan Smith – Manager, Team Fitness Centre, Dickson
M 0478 752 671
- Murray McLaughlin – Advisor to Senator Patrick Dodson
M 0429 153 363
- Josh Rowcliffe – Assistant Director, National Disability Insurance Agency
M 0400 957 431

Further references on request.