
BENJAMIN JAMES EDWARDS

Personal Details:

Nationality: Australian

Mobile :0428090064

Email: benjamin.EDWARDS@bluemountains.edu.au

Drivers License: NSW P2 License

Employment History

Housekeeping, Blue Mountains International Hotel Management School, October 2015 - Current

- Room Attendant
- Laundry Attendant
- Public Areas Attendant
- Supervisor

Residential Assistant Mentoring Scholarship Student, Blue Mountains International Hotel Management School, September 2015 - Current

Food and Beverage Mentoring Scholarship Student, Blue Mountains International Hotel Management School, July 2015 - Current

Night Audit, Mercure Parramatta — February 2015 - July 2015

- Providing efficient check in/out, providing hotel information
- Settle and maintain guest accounts, ensuring cashiering is accurate
- Assist guests with queries
- Maintain all security procedures to ensure guest safety
- Cross checking and balancing the hotel takings across all areas
- Receive incoming calls to the Hotel and distribute to guests and staff
- Receive calls from in-house guests and assist with their requests
- Maintain the hotels service standards
- Assisting in checking and closing hotel accounts daily and monthly
- Controlling after-hours access to the property

Acting Team Leader Food and Beverage/ Bartender, One & Only, Hayman Island, September 2014 - February 2015

- Ordering
- Stocktake
- Bar-Back/Bartender
- Section Waiter
- Open/Close Bar & Restaurants
- Daily Reports
- Work across all 7 F&B outlets
- Events

Food and Beverage Attendant, The Carrington Hotel, Katoomba June 2014 - September 2014

Food and Beverage Attendant/ Kitchen Preparation, Blue Mountains International Hotel Management School, Leura, July 2014 - September 2014

Restaurant Manager, Red Rooster November 2013- May 2014

- Running of shift
- Opening & closing of store
- Banking
- Rostering
- Ordering and receiving stock
- Hiring staff
- Opening a new store
- Meeting budgets and targets

Team leader Hungry Jacks, March 2011- November 2013

Crew Cold Rock Ice Creamy, August 2010 - March 2011

Education

Blue Mountains International Hotel Management School

Bachelor of Business- International Hotel and Resort Management,
April 2014 - July 2016

Penrith Anglican college

High School Certificate, November 2013

Blacktown TAFE NSW

Certificate II in tourism, September 2013

Performis- Traineeship Hungry Jacks

Certificate III in Retail, February 2013

Queensland TAFE

Certificate II, Kitchen Operations (Use hygienic practices for food safety) November 2014

Further Training

Responsible Service of Alcohol RSA Certificate NSW- April 2014

Snr First Aid and CPR- February 2014

NSW RFS Active Firefighter – 2010 - Present

Red Rooster, Management Training- 2014

HungryJacks Training- 2012

Serve safe starters
WH&S safety course
Team leader course

Computer Skills

Advanced MS Office: Word, Excel, PowerPoint, Publisher, Outlook, Explorer
Micros Operating System
ConnX- Rostering, payroll, HR system
Etivity - Ordering, stocktake system, inventory
Opera

Personal Attributes

Leadership
Customer service driven
Ability to multi-task
Self motivated
Quick learner

Other work experience

Group Events Travel 2010- 2014
Front office Best and Western motel 2 Weeks, 2012
Front office Chiefly Hotel Penrith Panthers 2 weeks , 2013
Front office Kingsgate Hotel Rotorua New Zealand 2 Weeks, 2011
Australian Army (At the Royal Military College Duntroon) 1 Week, 2011

Achievements

Scholarship Student Blue Mountains Hotel School
College Year Captain (2008 & 2010)
College Prefect (2012-2013)
Lance Corporal Australian Army Cadets (2011-2012)
Corporal and acting SGT Australian Army Cadets (2012-2014)
Captain of Rural Fire Service Cadets (2009-2011)
Sydney AFL as an umpire (2012-current)

References

Geoff Hepworth

Night Manager
Mercure Parramatta

MOB: 0405 056 930

Cameron Frost

Food and Beverage Manager
One & Only Hayman Island

MOB: 0427 658 045
