

Ellen Colusso

Contact Details

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46 Lindeman Crescent Green Valley, 2168

Education

Austrian Catholic University, Strathfield

March 2017 - October 2020 (Expected)

Master of Education (Secondary) [Chemistry and Biology], Graduate Diploma of Religious Education

Subjects: Development and Learning, Effective Teaching and Professional Practice, Science Curriculum, Pedagogy and Assessment 1 and 2, Foundations of Christian Faith, Catering for Diversity and Inclusion, Graduate Professional Practice 1 (Placement), Biology Curriculum, Pedagogy and Assessment, Chemistry Curriculum, Pedagogy and Assessment, Biblical Studies, Social and Cultural Contexts of Education, Interpreting Design and Educational Research, Transitioning into the Profession, Fostering Positive Behaviour, Religious Education, Graduate Professional Practice 2 (Placement), Graduate Professional Practice 3 (Placement), Religious Education Curriculum, Pedagogy and Assessment.

University of Technology, Sydney

March 2013 - November 2016

Bachelor of Medical Science

Subjects: Cell Biology and Genetics, The Biosphere, Chemistry 1, Statistical Design and Analysis, Human Anatomy and Physiology, Biocomplexity, Chemistry 2, Philological Systems, Metabolic Biochemistry, General Microbiology, Analytical Biochemistry, Human Pathophysiology, Molecular Biology 1, Pharmacology 1, Immunology 2.

Higher School Certificate (HSC)

Subjects: Mathematics (2Unit), Biology, Chemistry, Ancient History, English, Studies of Religion

Achievements:

- Finished First Place in Biology
- Finished Third Place in English, Studies of Religion, Chemistry

Accreditations

Swim Australia

Swim Australia Teacher (SAT)

Swim Australia Teacher of Babies & Toddlers (SAT B&T)

Swim Australia Teacher of Competitive Swimming (SAT CS)

ASCTA Aquatic Supervisor

Royal Life

Pool Lifeguard Award

First Aid Certificate

Cardio Pulmonary Resuscitation Certificate (CPR)

Employment History

Holsworthy Aquatic Centre, NSW

December 2013 - Present

Learn To Swim Instructor

- Teach people of all ages and backgrounds how to swim
- Train adolescents towards competitive stroke
- Train new staff regarding strategies and techniques used in teaching
- Work as part of a team to prepare the pool environment for lessons
- Assure safety of students and others in and around the pool

Pool Deck Supervisor

- Provide guidance to swim instructors during class delivery
- Support best practice of the Swim School in relation to member communication, swim school marketing, operational processes and H&S standards
- Monitor the general safety and behaviour on pool deck
- Ensure the smooth running of classes by guiding swimmers to their designated class
- Monitor classes to ensure key drills and learnings are being delivered during lessons
- Create and maintain a positive atmosphere in the Swim School
- Asses students for progression to the next level
- Asses new students to determine the most suitable level

Senior Receptionist

- Manage and supervise a small reception team
- Provide exceptional customer service
- Handling incoming calls and emails
- Liaise and coordinate with the pool deck supervisor to ensure the correct management and efficient running of the centre
- Take payments of cash, Eftpos and credit card
- Handle customer enquiries, providing accurate information in a friendly welcoming manner
- Sign up new customers and handle associated documents
- Book and manage lessons using SPLASH computer systems
- Handle confectionary and drinks in a sanitary manner
- Counting till and Eftpos sales at the end of each shift

- Keep the reception area clean and sanitary (vacuum, mop floors, wipe benches and cupboards)

Lifeguard

- To ensure active and continuous supervision of pools and immediate surrounding areas.
- Explaining and enforcing rules, regulations and policies to ensure safety of patrons.
- Monitoring designated areas to recognise signs of danger.
- Monitor and maintain water quality to ensure it is safe for swimming
- To carry out all cleaning duties
- To set up, pack away and ensure the safe operation of equipment.
- To ensure all safety equipment is stored according to regulations.
- To support other team members with consideration, respect and courtesy

Administration Assistant

- Organise Learn to Swim Schools Programs and Lease with schools
- Creating and sending invoices via email to clients, as needed and following up on payment
- Send payment reminders and other emails to customers
- Answer customer enquiries via Facebook and email
- Keep Social Media pages up to date
- Create posters and flyers for upcoming events using Photoshop
- Create Newsletters using Adobe Suite
- Provide assistance with the organisation, communication, set-up, and clean-up of Company and staff events
- Organise and promote events such as Open Days, Swimming carnivals etc.
- Use Excel to keep track of incoming and outgoing invoices
- Keep track of spendings
- Create staff rosters
- Updating paperwork, maintaining documents and word processing
- Maintaining inventory supply and ordering stock
- Maintaining office equipment as needed
- Register as a provider for government programs such as Active Kids and NDIS

Achievements:

Instructor of the Month September 2014, October 2015, August 2016, July 2017

Employee of the Year 2016

Employee of the Year 2018

Front Counter

- Conducting transactions whilst ensuring the provision of excellent customer service
- Cleaning of food preparation area (floors, wipe benches and cupboards)
- Handling cash and conducting Eftpos and Credit card transactions
- Ensuring a sanitary environment within the restaurant (vacuum, mop)

Make (Preparation of burgers)

- Work as part of a team to prepare quality food for customers
- Adhere to stock rotation procedures
- Follow food safety regulations

Skills

Computer Skills

- Familiar with both Mac OSX and Windows XP/Vista operating systems
- Proficient with Microsoft word, Powerpoint and Excel spreadsheets as learnt at university within Statistical Design and Analysis.
- Competent keyboard skills shown by the ability to touch type.

Motivation and Time Management

- Highly motivated individual, as evident by being in a senior role and the possession of numerous employee awards
- Exceptional time management skills and multi-tasking abilities - involved in three sporting teams whilst completing the Higher School Certificate and currently working 25 hours a week whilst studying full time at university.

Innovation and Flexibility

- Ability to assume various responsibilities is demonstrated via multiple roles at current place of place of employment
- Willingness to learn and adapt as seen by attaining new accreditations to advance my abilities in my current place of employment
- Innovation as displayed by being an integral member in Holsworthy Aquatic Centre being the 2017 recipient of the SwimSAFER award

Communication and Integrity

- Ability to communicate effectively and concisely - need to explain to young children and adults how to correctly move in order swim well
- Responsible for handling large amounts of cash alone when counting the till

Teamwork

- Able to work efficiently as part of a team - Undeclared OzTag Champions 2013, Division 3 Netball Minor Premiers and Premiers 2014, Division 2 Netball Minor Premiers and Premiers 2015, Most Valued Player 2013, Club Player of the Year 2014.
- On Deck Supervisor - manage a team of 10-15 Swimming Instructors and gain respect to e ale to lead effectively

Availability

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
N/A	N/A	N/A	N/A	After 12pm	After 1pm	All Day