

# Sno Jana Wirth

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## PROFESSIONAL PROFILE

I am seeking a new position where I have the opportunity to expand and grow with the business and make a difference in our world's future.

Well-presented and motivated professional who is enthusiastic to pursue a challenging and rewarding position which demands a high level of attention to detail, problem-solving and client satisfaction.

Experienced in providing training, team building & work collaboration, and exceptional customer care to both individual and group clientele. Exceptional at multi-tasking and enjoy the challenge of exceeding targets and setting high standards.

I plan on utilising my personal experiences and skills to provide incomparable client assistance and team support.

## KEY ACHIEVEMENTS/CERTIFICATION

- Food Handlers certificate, Health and Safety certificate, First aid certificate, Australian working with children and vulnerable people card, Australian fire safety marshal, Australian State Emergency Services certificate. Australian Covid-19 safety Marshall.
- Training skills: Take great pride in training junior staff members and seeing them progress in their career. Previously coached children's sport events, and kids & adult's chocolate making classes.
- Reliable and Honest: Trusted to handle large volumes of cash and highly sensitive documents and details.
- Basic knowledge of Makaton, Auslan and Braille, 3-day workshops in Makaton completed in 2008 & 2012.

## CAREER EXPERIENCE

### Bluey's Cafe Australia

June 2020 – Sept 2020

- Chef in charge of 12 Brigade.
- Stock ordering and Menu creation, daily specials, and stock management.
- Trained junior staff, implemented cleaning and Covid-19 safety protocols.

### Kings College London

June 2019 – Dec 2019

- Chef at the Science Gallery London.
- Daily Breakfast and Lunch Shifts, Evening Functions for openings and tours of the Science Gallery.
- Trained junior staff through-out busy service operations.

### Off To Work Temp Agency

Mar 2019 – June 2019

- Worked in high profile office spaces as well as busy catering operations serving up to 5000 people, quickly established great rapport with client, managers and executive chefs.
- Trained and mentored junior staff through-out busy service operations.
- Ensure that the workplace is kept tidy and equipment in designated areas, always maintain the highest standard of service.

### Spayse Temp Agency

Sept 2018 - April 2019

- I worked in different high-profile places, such as The American Embassy, RUSI Functions, been exclusively requested at the private members Victory Services Club.
- Handling the day-to-day operation of the Restaurant, Grill and Club Dining Room.
- Organised "mise en-place" and implemented a cleaning routine for the storage rooms, offices and bars.

**Peacock Inn, Chinnor England**  
**Front of House Manager**

**Apr 2018 – Sept 2018**

- Streamlined and organised booking system including phone, email and face to face reservations.
- Organising transport for clients to and from the Inn.
- Liaison with staff for room hire and set up for functions.
- Lead communication with other staff from bar, kitchen, housekeeping and groundmen to keep the daily operation running smoothly.

**Head Chef Cafe Marius, Lennox head Australia**  
**Head Chef**

**Jan 2018 - Apr 2018**

- In Charge of a brigade of 8. Commis chef, chef de Parties and kitchen porters.
- Capacity to seat 140 covers over two seating's per night.
- Increased revenue from \$300 to \$2200 a day by improving on menu, food quality and suppliers.
- Monitoring cost control and stock rotation to minimise wastage and improve profit margin.
- Identified and supplied solution to attract customers and increase on service.
- Creation of Menus and daily specials in line with traditional Greek recipes to fit a niche market.

**La Rustica, Canberra Australia**  
**Junior Sous Chef**

**Mar 2015 - Dec 2017**

- In charge of the pass in the open kitchen where customer interaction was crucial.
- Menu creation in line with seasonal ingredients.
- Honing my skills in the kitchen from butchering, to handcrafted pizza and pasta.
- Price negotiation with suppliers and market stall holders.
- Trained new team members to progress and achieve high cooking standards.

**Enterprise Hotel, Australia**  
**Office Manager**

**Jan 2011 - Feb 2018**

- Reorganisation of office spaces to maximise productivity.
- In charge of all staff timesheets and payroll. Invoicing for both clients and hotel orders.
- Market comparison of multiple suppliers leading to better quality and \$4000 saving annually.
- Able to work remotely while pursuing travel and other full-time work around Australia.

**Waverley Hotel, Australia**  
**Bar and Gaming Manager**

**Oct 2007 - 2011**

- Achieved Supervisor level within 6 months of starting in the company, Manager within a year.
- Streamlined all invoicing and payroll systems to minimise repetitive handling.
- Implemented onsite and off-site training for better performance and safety standards.
- Marketing and Advertisement campaigns managed to increase revenue by 40% via implementing a rewards card system, meal deals, discounts for seniors and sporting groups, event nights and advertisement in the local paper and external onsite billboards.
- Sponsored local community and charity events.

## Family Day Care Provider, Australia

Nov 2006-2018

### Home care provider for families with nursery/Primary or senior adult ages.

- Became co-carer for at home childcare provider 'Family Day Care'. Supported full time carer with assisting child using basic Makaton and Auslan sign and speech aides.
- Full-time private governess for children 3month-14yrs. Assisted with children with ADHD, Asperger's and hearing impaired -2008-2010. Completed 3-day workshop on Makaton in 2008.
- Became a Private live-out provider for adult care. 2010-2013. Completed 3-day workshop in Makaton and 5-day workshop in Auslan for adults.
- Continued part time contract work as Private care provider for children and adults up to 2018 when I moved to London.

## KEY SKILLS

### IT SKILLS:

- |                            |                        |          |
|----------------------------|------------------------|----------|
| • Microsoft Office and 365 | • JavaScript and React | • Python |
| • Various Epos System      | • Bootstrap            | • HTML   |
| • GitHub and Netlify       | • API Calls            | • CSS    |
| • Figma and Wireframes     | • Responsive Media     | • SEO's  |

## EDUCATION AND PROFESSIONAL DEVELOPMENT

- Diploma of Hospitality Management – completion December 2021.
- SheCodes front end web-developer course –Aug 2020- completed April 2021.
- Microsoft Excel- Certificate in competency completed March 2020.
- Full Drivers Licence – Obtained in 2010, no convictions or penalties.