



NICOLE FRAZIER

EVENT COORDINATION

PROFILE

I am a highly driven, energetic & team-oriented individual with a fantastic customer service ethic and excellent communication skills. I have extensive experience in event coordination, administration and strategy development and I am excited to pursue a career which will allow me to further develop these skills.

CONTACT

+61 423 045 375
14B Redmond Street
Collinswood, SA 5081
nicoleleeannfrazier@gmail.com

EDUCATION

The University of Geneva
Bachelor | Geography & Environmental
Studies

The University of New South Wales
Exchange | Environmental Humanities

VOLUNTEERING

Social Media Coordinator & Photographer
Amnesty International SA/NT
September 2017 - March 2018

Sydney Harbour Bush Restoration Projects
Conservation Australia, NSW
Various Dates 2016

ESSENTIALS

Responsible Person Badge
Responsible Service of Alcohol RSA
DeFacto Partner Visa
Practical & Theoretical Wine Knowledge
Now Book It & ResDiary
Canva
Adobe Suite
Microsoft Office Suite
Bluize Point of Sale
Drivers Licence

LANGUAGES

French | Professional Fluency
Japanese | Basics
Italian | Basics

PROFESSIONAL EXPERIENCE

BIRD IN HAND WINERY - ADELAIDE HILLS
HOSPITALITY MANAGER & EVENTS COORDINATOR
MARCH 2018 - OCTOBER 2019

- Coordinating & overseeing regional, corporate & private events
- Overseeing daily operations and management of cellar door & restaurant
- Developing and overseeing hospitality staff training programs
- Event budgeting and profit analysis
- Assisting management of the Bird in Hand wine club
- Working with the Head Chef & Winemaker to develop menus & pairings
- Assisting the Marketing team to develop customer strategy

LINFIELD ROAD WINES - BAROSSA VALLEY
CELLAR DOOR MANAGER & CREATIVE DIRECTOR
SEPTEMBER 2017 - MARCH 2018

- Conducting informative and engaging wine tastings with guests
- Coordinating & overseeing small-scale public and private events
- Management of social media accounts including content creation, marketing strategy and planning
- Overseeing daily operations including reporting, ordering & inventory
- Winemaking assistance for the 2017, 2018 & 2019 vintages

GUSTO ESPRESSO BAR - SYDNEY, NSW
BARISTA
AUGUST 2016 - JULY 2017

- Coffee & beverage service in a busy & fast-paced café
- Cashier duties, food preparation & daily shop maintenance

CAFE DU GRÜTLI - GENEVA, SWITZERLAND
SERVER & BAR SUPERVISOR
JUNE 2014 - SEPTEMBER 2017

- Waitressing, barista & bartending in a busy and fast-paced restaurant
- Assisting with the coordination of small private functions
- Working with the manager & chefs to develop new menus & wine lists
- Daily operations including bookings, reporting and cash-handling

REFERENCES

Jared Stringer, CEO
The Lane Vineyard
+61 499 002 113

Susie Nugent
Owner
Bird in Hand Winery
+61 439 816 589

Steve Wilson, Director
Linfield Road Wines
+61 407 607 518

Nicole Roberts
Global Sales & Marketing Manager
Bird in Hand Winery
+61 404 943 743