

Nicole Mazhandu

Curriculum Vitae

nicole.v.mazhandu@gmail.com

087 459 0648

I am a highly motivated individual with the ability to multitask. I excel at the tasks I am involved in and maintain a high standard of work. Working within a team has allowed me to improve my social skills and the responsibilities I have been afforded give me the confidence necessary to succeed in the workforce.

WORK EXPERIENCE

- | | | |
|--|--|-----------------------------|
| FEB 2023 – AUG 2023 | AMNESIA PRODUCTIONS DAC – TOURIST 2 | PRODUCTION TRAINEE |
| <ul style="list-style-type: none">- Ordering consumables, setting up for meetings- Printing scripts, sides, DOODs and schedules- Setting up accounts with vendors and service providers- Competently used Drop Box and Set Keepers- Handled requests for different departments- General adhoc administration duties | | |
| NOV 2022 – DEC 2022 | RS PRODUCTIONS DAC – BLACK CAB | COVID COORDINATOR |
| <ul style="list-style-type: none">- Managing covid testing for the production- Ensuring all covid protocols are adhered to by crew.- Symptom monitoring, safety equipment, social distancing within the Production- Discretion to handle sensitive health documents with tact, as confidentiality is a must.- Dealing with positive case and close contacts | | |
| JUNE 2022 – OCT 2022 | KIN2 PRODUCTIONS DAC | COVID COORDINATOR |
| <ul style="list-style-type: none">- Managing covid testing for the production- Ordering consumables- Ensuring all covid protocols are adhered to by crew.- Symptom monitoring, safety equipment, social distancing within the Production- Discretion to handle sensitive health documents with tact, as confidentiality is a must.- Dealing with positive case and Close contacts | | |
| JUNE 2022 | SEA SESSIONS FESTIVAL | PRODUCTION ASSISTANT |
| <ul style="list-style-type: none">- Welcoming all the artist- Issuing accreditation to artists and performers- Helping the artists navigate the festival grounds- General adhoc administration duties | | |
| JUNE 2022 | BEYOND THE PALE | CAMPING EVENT CREW |
| <ul style="list-style-type: none">- Welcoming the festival attendees- Adhoc administration duties- Assistant to the comfy camping manager | | |

FEB 2022 – JUNE 2022

BROADLINE GROUP

RECEPTION/ADMINISTRATOR

- Answering and connecting with all incoming call
- Preparing of various data bases
- Issue of letters to candidates
- Scanning and collating of files daily
- Completing opening and closing procedures daily
- General adhoc administration duties

AUG 2021 – NOV 2021

MOONHAVEN S1 PRODUCTIONS DAC

COVID MARSHALL

- Ordering consumables
- Booking Covid appointments
- Collating results from ZOHO
- Sending out scheduled emails to crew
- Managing several excel documents including but not limited to the mailing list, budget, testing schedules
- General adhoc administration duties

APRIL 2021 – JUNE 2021

CLOCKTOWER PRODUCTIONS DAC

PRODUCTION TRAINEE

- Ordering consumables, setting up for meetings
- Printing scripts, sides, DOODs and schedules
- Setting up the daily requirements document
- Competently used DPO, Sortly, BOX
- Handled requests for different departments
- Setting up accounts with service providers
- General adhoc administration duties

JULY 2019- APRIL 2021

SANDYFORD HOUSE

WAITRESS/BARTENDER

- Providing friendly and responsive customer service
- Assisting customers with requests and requirements during peak hours including making cocktails and preparing drinks
- Solely opening the bar and providing service, including the cleaning and the closing of the bar
- Being a waitress and bartender, I represented the establishment as I was one of the first faces they saw and this allowed me to develop my communication skills and work under pressure

OTHER ROLES

BAD ASS CAFÉ

BADLANDS TELEVISION PRODUCTION DAC

CONCERN

COMMIS CHEF

WORK EXPERIENCE

VOLUNTEER

EDUCATION

TECHNICAL UNIVERSITY DUBLIN

BACHELOR OF ARTS IN CULINARY ARTS