

Sierra Min

DESIGN STUDENT

 0408 265 331

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 Mooroolbark, VIC

SUMMARY

I am a hard-working individual who is highly motivated and versatile. Attributes that I bring to a workplace are integrity and enthusiasm for all tasks. I am highly organised and looking to utilise my creative, organisational and fast-learning skills.

SKILLS

- Creative Thinking
- Teamwork
- Fast Learner
- Organisational Skills
- Good Time Management
- Ability to work under pressure
- Trustworthy
- Punctual
- Communication

EMPLOYMENT HISTORY

Receptionist and Personal Assistant

Melbourne East Prosthodontics, Kew (2026-Present)

- Manage appointment books (D4W)
- Process payments using HICAPS
- Competently use Microsoft Word and Excel
- Work within a close knit team to achieve best possible treatment for patients
- Settle daily reports
- Keep an organised digital and physical workspace
- Communicate with laboratories and medical specialists
- Organise & managed personal appointments for the principal
- Assist principal with professional and personal duties

ACHIEVEMENTS

- 2013 AMEB Violin Grade 5 - High Distinction
- 2014 AMEB Violin Grade 6 - High Distinction
- 2015 AMEB Violin Grade 7 - High Distinction
- 2017 AMEB Violin Grade 8 - High Distinction
- 2019 AMEB Violin AMusA Associate Degree
- 2026 KBDi Awards Student Finalist

Senior Dental Assistant

Whitehorse Dental, Blackburn (2023-2025)

- Assist for a wide range of dental procedures
- Uphold the highest level of infection control
- Sterilise instruments
- Train new staff
- Keep a clean and organised environment
- Maintain stock levels
- Answer phone enquiries
- Book/reschedule patient appointments (D4W)
- Take payments and deposits
- End of day settlements
- Open and close the surgery
- Interact appropriately with children, adults and elders

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EDUCATION

Presbyterian Ladies' College

Burwood, 2006-2016

- PLC Firsts Pumas Netball Team
- PLC Athletics Team
- PLC Aquatic Swim and Diving Team
- Member of Senior Strings

Nunawading Christian College

Nunawading, 2016-2017

Caulfield Grammar School

Wheelers Hill, 2018-2020

- Music Emblem Award - 2018
- The School Art Prize 2018 - Speech Night
- Name engraving - 2019 Caulfield Grammar Leading Musicians Plaque
- Member of Chamber Strings, String Orchestra and Netball Team

Virtual School Victoria

Thornbury, 2021

- Year 12 Academic Excellence Award in Visual Communication and Design
- VCE Visual Communication and Design SAT Folio - Perfect Score

DRIVING LICENCE

Yes - Full Licence

EMPLOYMENT HISTORY CONTINUED

Assistant Manager

Pimaan Thai, Mooroolbark (2021-2022)

- Manage and pack orders
- Process payments (cash & eftpos)
- Work as a committed team member to achieve the highest level of customer service
- Bring forth a welcoming and energetic spirit
- Accurately record orders and notify chefs of any dietary restrictions
- Report any incidences or concerns to the manager
- Utilise excellent multitasking skills
- Train new staff

COURSES

Diploma of Interior Design

RMIT University, February 2025 - November 2026 (Current)

- SketchUp, AutoCAD, Revit, Adobe InDesign & Adobe Photoshop
- Participant in the 2026 'Design In Time' Italy study tour
- 2026 KBDi Awards Student Finalist

Bachelor of Architectural Design

Monash University, 2022

- Rhino Software, Adobe Illustrator, Adobe Photoshop & Adobe InDesign

Certificate III in Dental Assisting

Chisholm Institute, 2023

- D4W Software
- First Aid

REFERENCES

Available on request