

ISABELLA DEANE

Victoria, Australia
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Education

University of Melbourne – Parkville, VIC
Bachelor of Design (Architecture)
2024 – 2026

Bialik College – Hawthorn, VIC
Victorian Certificate of Education

Licenses & Certifications

First Aid Level 2 (HLTAID011)
June 2025

Working with Children Check – Victoria
Jul 2023

Professional Experience

Retail Sales Assistant

Sussan Group – Chadstone, VIC
Sep 2023 – Present (Part-time)

- Deliver personalised customer service and support daily store operations.
- Manage stock presentation, fitting room assistance, and POS transactions.
- Contribute to sales goals through upselling and product knowledge.

Front Desk Receptionist

Mount Scopus Memorial College – Burwood, VIC
Jul 2023 – Nov 2024 (Part-time)

- Handled reception duties including phone, email, and face-to-face enquiries.
- Assisted with administrative support for staff, parents, and students.
- Coordinated appointments, managed visitor check-ins, and supported office efficiency.

Architectural Intern

Kfir Shaked – Hybrid
Jan 2023 – May 2023 (Internship)

- Applied a variety of software including Photoshop, Illustrator and Google Slides to create graphic designs for office space
- Created building forms and designed cabinetry using SketchUp
- Took responsibility to assist and lead others in the team Food Service Worker

Hospitality Team Member

Top Juice – Chadstone, VIC
Dec 2020 – May 2022 (Part-time)

- Prepared and served food and beverages in a high-volume environment.
- Ensured compliance with food safety and hygiene standards.
- Provided efficient customer service while handling cash and transactions.

Skills

- Customer Service & Sales
- Communication & Interpersonal Skills
- Administrative Support
- Architectural Drafting & Design Software

Interests

- Architectural and Interior Design
- Organisation and Problem Solving
- Architecture in Media
- Digital and Physical Modelling

References Available Upon Request