

# Curriculum Vitae

---

Name: Sandra Christine Clark

Address: 10 Barclay Street, Waverley. NSW 2024

Contact No: M: 0418 441964

E mail: [clarkfood10@gmail.com](mailto:clarkfood10@gmail.com)

Computer Skills: Microsoft Windows 13, Word, Excel and Power Point 16, MYOB (Version 19), Micros Blackboard (LMS), Canvas (LMS), Job Ready(SMS)

Languages spoken: English, French, Spanish (Conversation)

## **Work Summary:**

February 2015- Present	The Hotel School, Sydney. Southern Cross University
February 2004- Dec 2019	Kenvale College of Tourism and Hospitality Management
February 2005- Nov 2014	William Blue College of Hospitality and Tourism
June 2002-Nov 2012	Sandra Clark Food and Events
May 2004- Sept 2005	Gourmetour
August 1996-May 2002	Café Centro
Sept 1995	Sydney Community College
June 1989-May 1996	Mallesons Stephen Jaques
Feb 1988-Mar 89	Sandra Clark Catering
May 1986-Feb 1988	Various positions working for Caterers
May 1984- Feb 1986	2 years in Paris, France
Feb 1983-Mar 1984	Berowra Waters Inn
Oct 1981-October 1982	Working Holiday in England
January 1979-Sept 1981	Sydney Hilton Hotel

## Professional Experience:

**Feb 2015- Present**

**The Hotel School, Sydney. Southern Cross University**  
**Higher education sessional lecturer and unit assessor**

Subjects include Sustainable Hotel Management, Food and Beverage Operations, Tourism and the Internship Program. Duties included lecturing to up to 120 students, moderating assessments, team teaching and student mentoring. From 2020 developed strategies to deliver online lectures and tutorials through Blackboard Collaborate and zoom to three campuses simultaneously.

Currently developing, writing and delivering a new subject on Sustainability in the Master's program and later in 2022 a sustainable business subject in the undergraduate program.

**Feb 2016-Dec 2019**

**Kenvale College of Tourism and Hospitality Management**  
**Academic Director**

Responsible for all student academic requirements for up to 240 students, supervision of 10 casual and full-time lecturing staff, timetabling, student academic progress, curriculum development and management and compliance of all academic material.

Lecturer in menu planning and environmental work practices. Developed Kenvale Restaurant with lecturers to become a high quality a la carte restaurant.

Member of academic board and Management team of college.

**Achievements:**

**2019- Winner of Best Innovation in Training, Tourism Training Australia**

**2019- Four lecturers won awards for excellence in training, Tourism Training Australia**

**2019- Kenvale lecturer finalist in VET Teacher/Trainer of the year- NSW**

**Student retention rate of 96%.**

**Feb 2004-Dec 2016**

**Kenvale College of Tourism and Hospitality Management**  
**Contract Lecturer to Diploma of Hospitality Students**

Subjects include Food and Beverage Operations, Supervision, Workplace Health and Safety and Food and Beverage Management

Also includes guest presenter for practical workshops on coffee making, kitchen skills, wine appreciation and practical bar skills.

**Achievements:**

**2011- Winner of a National Training Teachers Award**  
**Tourism Training Australia**

**Feb 2005-Nov 2014**

**William Blue College of Hospitality and Tourism**

**Contract Lecturer for both Higher Education and Diploma of Hospitality courses.**

Subjects have included Gastronomy, Food and Beverage Management, Catering Studies, Kitchen Operations.

Other duties have included function chef for in-house functions and running kitchen restaurant practical classes.

**Achievements:**

2014- contractor for course writing for Gastronomy and Food and Beverage management for both face-to-face and on-line students

2007- Launch of Skills One, Overseas Passenger Terminal Supervision of Students for VIP Cocktail party.

2005- VIP Media launch for Twinings teas

**May 2002-Nov 2012**

**Sandra Clark Food and Events**

Director: Sandra Clark

Role includes: Total function organisation incl menu planning, liaising with suppliers and customers, ordering and food production, staff management, food costing, business management, marketing.

Clients include corporate companies, private clients and contract work on events.

**Achievements:**

Grand opening of a private hotel for 250 guests- featured in the Times (UK),- Voted party of the Year-(The Telegraph).

4 State road show: role included venue selection, audio visual, props and costumes, liaising with venues, event co-ordination.

**May 2004-Sept 2005**

**Gourmetour**

Food tours to regional and local destinations.

Tasks included- Devising itinerary, booking accommodation, transport, liaising with producers, Restaurant selection, menus and wine matching. Marketing and promotion with media.

**August 1996-May 2002**

**Café Centro**

Owner/ Manager of a 50-seat café in Surry Hills, open 6 days per week.

Role included supervision of up to 10 staff, day to day operations, staff rosters, accounting (MYOB), ordering, customer and supplier relations, event management.

**Achievements:**

Listed in top 10 breakfasts in SMH GOOD CAFÉ GUIDE

Featured in SMH Short black and Belle Magazine.

Participated in GOOD FOOD MONTH (Big Breakfast).

**June 1989-May 1996**

**Mallesons Stephen Jaques**

Catering Manager

Responsible for the catering of all in-house functions (up to 500 meals per week). The management of 9 full time staff including rostering, staff appraisals and professional development. Other duties included Budgeting, menu planning, ordering produce, production control, liaising with in-house managers and marketing department, maintaining wine cellar, co-ordinating events.

**Feb 1988-Mar 89**

**Sandra Clark Catering**

**Owner/ manager**

Clients included both corporate and private. Tasks included Menu planning, food ordering, preparation and delivery, ordering, accounting, supervising contract staff.

**May 1986-Feb 1988**

**Part time contract work while studying.**

Employers included Belinda Franks Catering  
Wynn Drabble Catering, Stedmans, Troys,  
Dennis Morvan Catering.

**Achievements:** chosen as contract chef for Linley House- a 5 star country house.

**May 1984- Feb 1986**

**Immersion French Language training, Paris, France**

**Feb 1983-Mar 1984**

**Berowra Waters Inn**

**Dessert Chef:** Reported to Gay Bilson

Duties incl: preparation and serving of all desserts and petit fours, stock making and all pastry making.

**Achievements:** Becoming the dessert chef in Australia's best restaurant- rated 3 hats in the Sydney Morning Herald's Good Food Guide.

**Oct 1981-October 1982**

**Working Holiday in England**

7 months- Gidleigh Park Hotel.

General Assistant then cold larder/dessert chef.

4 Months- Thornbury Castle Restaurant. Wait person and cold larder chef.

**January 1979-Sept 1981**

**Sydney Hilton Hotel**

**Front Office Receptionist:** Duties: customer service, handling complaints, guest registration, tourist information, use of computer system, reservations.

**Function Waitress/Coffee shop Waitress**

**Professional Affiliations and Associations:**

Restaurant and Catering Association

Slow Food- Sydney

**Volunteering:**

**Grocers Coop**

Member representative- Rhubarb Food CoOp

**Alfalfa House Co Op**

Shop volunteer and regular contributor to Members council meetings

**Rhubarb Food Co Op**

Director, volunteer, produce orderer for weekly fruit and vegetable divvy (2 years), event coordinator (annual stall at Eco living fair, Randwick), co-treasurer.

## Professional Development:

May 2022 (future)	23 <sup>rd</sup> Symposium of Australian Gastronomy To present a paper- <i>Food Cooperatives, the making of a community.</i>
Oct 2021	Oxford Food Symposium (Online)
June 2020	22 <sup>nd</sup> Symposium of Australian Gastronomy (online)
Nov 2018	21 <sup>st</sup> Symposium of Australian Gastronomy- member of organising committee and attendee
Feb 2018	Cauthe 2018 attendee
Dec 2016	20 <sup>th</sup> Symposium of Australian Gastronomy
Feb 2016	Cauthe 2016- Winner of Poster Presentation Paper published in Cauthe 2016 Conference proceedings.
5 April -8 April 2013	19 <sup>th</sup> Symposium of Australian Gastronomy
2 October 2012	Taste 101- a Master class in Flavour
July 2011	18 <sup>th</sup> Symposium of Australian Gastronomy

## Qualifications

Oct 2012- Dec 2014	<b>Master of Food Studies</b> University of Adelaide- Distinction Average
May 2012	<b>TAE40110</b> Certificate 1V in Workplace Training and Assessment
Oct 2011	<b>Food Safety Supervisor Certificate</b>
Feb 2009	<b>Responsible Service of Alcohol</b>
Feb 2006	<b>Foundations in Learning and Teaching (FILT) Program</b> Articulating into Post Graduate in Higher Education
June 2002- Dec 2002	<b>Executive Certificate in Event Management</b> UTS. Business studies in event organisation, staging, protocol, law, accounting.
April 1999-October 1999	<b>Certificate 1V in Small Business Management</b> 6 month Part time course. Subjects included business accounting, marketing, law.
1992	<b>Certificate in Professional Wine Knowledge and Sensory Evaluation</b> Roseworthy University, SA 2 Day course Included studying grape varieties and regions, wine tasting and sensory evaluation.
1978-1981	<b>Catering Supervisors Certificate Course (hours equate to an Advanced Diploma of Hospitality)</b> 1 year full time, 2 years part time

## Referees

supplied upon request