

ZACHARY EMMETT

MEDICAL ADMINISTRATION

Raglan, NZ

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PERSONAL SUMMARY

I am an Australian citizen and have several years experience in health care administration in both GP clinics and private hospitals. I also have five years experience in hospitality as a bartender, server and bar manager. I have been working in numerous health care positions in the last year and I am seeking a part-time job in Raglan. I hold a B.A. in Philosophy and Psychology from Durham University and am looking to pursue a career in aviation. I moved to New Zealand in April 2026 and I am applying for numerous work and study opportunities throughout New Zealand to gain experience in outdoor education, environmentalism, healthcare and aviation.

WORK EXPERIENCE

GP Receptionist

November 2025 – February 2026

Lane Cove Family Medical Practice

- Contract position working in a busy GP clinic with nine registered doctors and a clinic nurse.
- Opening the clinic, setting up rooms, fridge temperature checks, appointment management, answering phone calls, following up imaging and test results.
- Validating healthcare referrals, following-up with patients for health checks and skin checks.
- Processing payments, medicare rebates, organising telehealth appointments and updating concession card and health card details.

Administration Officer/Admissions Clerk

March 2025 – April 2026

Ramsay Health (Castlecrag Private + Hunters Hill Private)

- Efficiency, competency and accuracy with all front desk duties and medical software systems (Meditech + BestPractice, Microsoft etc.).
- Eligibility checks, pre-admission paperwork, liaising with health funds, Workers' Compensation and third party, processing admissions and discharges.
- Coordinating surgical theatre bookings, prosthesis orders, surgical paperwork and communicating with theatre staff, CSSD and nursing staff.
- Daily hospital banking duties, midnight census and banking reconciliation.

GP Receptionist

January 2025 – July 2025

Centromed Hornsby

- General receptionist and administration duties in a GP and family medicine clinic catering to the local community.
- Medication rotation, compliance documentation preparation and general booking, appointment, and referral duties.

Front Desk/Receptionist (Canada)

December 2023 – June 2024

Last Frontier Heli-Skiing (Ripley Creek + Bell2 Lodge)

- Answering the phone, taking reservations, processing payments, recording receipts and general check-in and check-out procedures.
- Liaising with housekeeping and maintenance departments.
- Maintaining accurate financial records, general accounting, filing and data entry.

Administration Assistant/Ward Clerk

July 2022 – December 2022

Longueville Private Hospital

- Supporting the administration and finance teams as well as clinical staff to provide a multi-disciplinary approach to patient care.
 - Assisting with a wide range of clerical tasks including answering the phone, directing calls, processing pre-admissions, bookings, patient discharges, eligibility checks and compiling admission and discharge paperwork.
 - Financial duties including cash receipting, HICAPS payments and preparing paperwork for private health funds, DVA and Workers' Compensation.
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ADDITIONAL WORK EXPERIENCE

Server (Canada)

July 2023 – December 2023

Homer St. Cafe & Bar

- Interacting with guests in a welcoming, hospitable and warm manner.
- Understanding and communicating details about the menu and wine pairings.
- Operating a POS machine to put through orders to the kitchen and take payments.

Personal/Photography Assistant

November 2021 – December 2022

James Morgan Photographic Consultancy

- Working with clients such as Qantas, Sydney Airport and Sydney Opera House (in person + phone), organising shoots and generating itineraries.
- Handling and setting up photography, lighting and sound equipment.
- Contacting clients, coordinating transport, accommodation and meetings.

Bar Manager (Australia)

October 2021 – March 2022

Merivale: Bar Totti's, Little Felix, J & M

- Preparing and serving a wide-range of high-end cocktails, wines, beers and spirits.
- Providing customers with detailed information about the drinks and food menus and wine pairings while focusing on personalised service.
- Operating the till, running food and drinks, cash handling and receipting.
- Interacting with customers in a friendly and professional manner.

Barista/Bartender (Australia)

September 2020 – December 2020

Entrata/Amaro

- Maintaining a safe, clean and well-stocked bar and cafe area throughout each working shift.
- Performing wait staff duties by taking orders, running food and drinks and liaising courses with the kitchen.
- Barista duties including coffee grinding, creating coffee orders and cleaning and maintaining the espresso machine and coffee grinder.

Bar Steward (UK)

October 2018 – April 2020

Josephine Butler College Bar

- Protecting the wellbeing of all staff and customers.
- Organising bar events in excess of 500 people in coordination with other college committees and college staff.
- Organising the team of 25 bar staff at a fortnightly meeting.
- Creating fortnightly staff rosters, coordinating availability with the study and work commitments of the bar team.
- Controlling stock and supply in the bar and cellar through a weekly inventory and restocking system.

VOLUNTEER EXPERIENCE

Charity Expedition Leader (Costa Rica + Sri Lanka)

2018/19

Durham University Charity Committee

Maintenance Assistant (Singapore)

May 2014

Lion Adventures Outdoor Activities

Maintenance Assistant

December 2014

Rowland Life Care Village

POSITIONS OF RESPONSIBILITY

The University of Durham

- Josephine Butler Bar – Bar Steward
- Butler Charity Committee – Officer
- The Bubble Magazine – Editor

The King's School

- House Captain
 - School Monitor
 - Cadet-Under-Officer
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PROFESSIONAL SKILLS

- High level of organisation.
 - Attention to detail.
 - Ability to work under pressure.
 - Problem-solving abilities.
 - Excellent communication skills (written and verbal).
 - Time management.
 - Computer and POS proficiency.
 - Ability to work independently or collaboratively as part of a team.
 - Team management.
 - Honest and reliable work ethic.
 - Data entry and analysis.
 - Research skills.
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EDUCATION/ACCREDITATION

Working with Children Check (WWC2475674E)

Exp: 03/06/2027

National Police Check (10791268PC)

14/11/2025

Provide First Aid (HLTAID009/010/011)

05/07/2022

Bachelor of Arts (Philosophy & Psychology)

2018 – 2021

University of Durham

Class II Division I (Honours)

Higher School Certificate

2009 – 2016

The King's School, Parramatta

HSC Subjects: English Advanced (90), English Extension (43), Biology (88), Geography (90), Modern History (92) and Studies of Religion (89).

ATAR: 95.15

REFERENCES

Angela Greentree

- Kellyville + Castlecrag + Hunters Hill
Private Hospital Administration Manager
- +61 408 112 873

Jackie Foristal (Ramsay)

- Outpatient Rehabilitation Manager +
Administration Manager
- + 61 439 802 553