
Max Hawkes

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Summary

With a solid foundation in leadership, and academic excellence, and a wide range of extra-curriculars I bring a diverse set of skills and experiences to the team. Currently pursuing a Bachelor of Laws/Actuarial Science at Bond University, I have honed my abilities in communication, problem-solving, and teamwork through various roles at Queensland Parliament, Bunnings Warehouse and McDonald's. As a former College Captain and current Vice-Chancellor's Elite Scholar, I have demonstrated my leadership capabilities and commitment to personal and academic growth. I thoroughly enjoy learning and bring a global mindset to any team, having lived in Singapore, South Africa and now the Gold Coast. I am continually striving to engage and learn from those around me and hope to make a positive impact wherever I go.

Skills

- Dispute Resolution
- Communication skills
- Leadership skills
- Teamwork
- Interpersonal
- Learning/adaptability skills
- Self-management
- Organisational Skill

Experience

ASSISTANT ELECTORATE OFFICER FOR HERMANN VORSTER MP | 03/2025 – PRESENT
Burleigh Electorate Office – Burleigh, QLD

- Assist with constituent enquiries, ensuring timely, respectful, and solution-focused responses.
- Draft and manage correspondence, including letters, emails, and briefing notes.
- Support community engagement initiatives and local events on behalf of the Member.
- Coordinate administrative tasks to support the smooth running of the electorate office.

CUSTOMER SERVICE AND TOOLSHOP SUPPORT TEAM MEMBER | 03/2022 – 11/2025
Bunnings Warehouse – Nerang, QLD

- Provide a friendly and helpful service to customers, making sure every experience counts.
- Passionate team member, ready to provide the tools and advice on a wide range of products and services.
- Responsible for stock management, whilst ensuring a clean and tidy work environment.
- Serve customers via checkout registers.
- Worked in a supportive and inclusive team who make a difference to the community and have fun along the way.

CUSTOMER SERVICE CASHIER | 03/2019 - 03/2022
McDonald's - Mermaid Waters, QLD

- Handled customer complaints and concerns promptly, escalating issues to supervisor for quick resolution.
 - De-escalated problematic customer concerns, maintaining calm, friendly demeanor.
 - Ensured McDonald's QSC (Exceptional Quality, Service and Cleanliness) standards were being upheld.
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Education Background

Bond University – Gold Coast, Australia

01/2024 – PRESENT

- Bachelor of Laws/Actuarial Science
- 2023 Bond University Vice Chancellor's Elite Scholarship – 100% tuition remission
- Oralist in the 33rd Willem C. Vis International Commercial Arbitration Moot in Vienna
 - Progressed to the Round of 16 out of 400 competing universities
- Finalist in Brian Orr Mooting Competition
- Quarter-Finalist in the Australian Law Students' Association Championship Moot
- Treasurer of the Bond Law Students' Association
- Finalist in Pro Justicia Mooting Competition
- Bond Legal Clinic Volunteer

Emmanuel College - Carrara, Australia

01/2018 – 11/2023

- 2023 College Captain - Emmanuel College
- 2023 Emmanuel College Principal's Award
- 2023 Emmanuel College Gold Medal for Overall Excellence
- Emmanuel College Academic Scholarship Recipient
- 1st XV Rugby Team
- 1st Water Polo Team
- Academic Excellence Award for Accounting
- Academic Excellence Award for Economics
- Emmanuel College Gold Academic Award (2018, 2019, 2020, 2021, 2022, 2023)
- Emmanuel College Compass Award – Character (2020, 2021, 2022, 2023)
- Emmanuel College Community Council Grade 10 & 11 Representative (2021, 2022)

Academic Achievements

- Diploma of Business (BSB50120)
- Certificate II of Active Volunteering (CHC24015)
- Bond Business Extension Program Scholarship Recipient – 50% tuition (2023)
- Australian Institute of Physics certificate for Excellence in Physics
- Emmanuel College Gold Academic Award (2018, 2019, 2020, 2021, 2022, 2023)
- Distinction in Australian Mathematics Competition (2018, 2019, 2020, 2021, 2022, 2023)

Extracurricular Involvement

- Duke of Edinburgh Bronze, Silver and Gold Award (2020-2023)
- Ballymore Cup - Emmanuel College Rugby 1st XV (2022, 2023)
- APS Runner Up - Emmanuel College Rugby 1st XV (2023)
- QAFL - Emmanuel College Open AFL Team (2022, 2023)
- T20 State Cricket Competition – Emmanuel Open Cricket Team (2021, 2022, 2023)
- Volunteer - Newlife Youth Creative Team Keyboard Player / Music Director (2020 - 2023)
- Volunteer - Kidzlife Leader (2020-2022)
- Volunteer – Facilitating Duke of Edinburgh Camps (2024)
- Volunteer – Liberti Kids Church (2024-Present)
- Grade 4 AMEB Piano Certificate

References

- Upon Request