**RESUME**

**Name**

**Address: Address**

**Phone: phone**

**Date of Birth: Date of Birth**

**CAREER AMBITION**

**SKILLS AND ATTRIBUTES**

**EMPLOYMENT**

**2011 to present:**

**Position:**  e.g. Customer Service **Employer:** e.g. Subway

**Responsibilities**

* Working in a team environment
* Listening and carrying out instructions from supervisor
* Using my initiative
* Night close and lock up
* Preparing take away food
* Customer service- taking food orders from members of the public,
* Always being well mannered and courteous.
* Hygiene- cleaning up designated area.
* Handling food
* Money handling

**2011:**

**Position** Hospitality Assistant **Employer**  SSGT

**Responsibilities**

* Work in a team environment
* Time management- to finish products and clean up
* Follow instructions from supervisor
* Using my initiative
* Complete theory lessons

**EDUCATION**

**2012**

**Year 10**

* Subjects listed below

**2011**

**Year 9**

*Other subjects studied:*

* Literacy
* Numeracy
* Personal Development
* Work Related Skills
* Studio Art

**CERTIFICATES/ ACHIEVEMENTS**

* Responsible Serve of Alcohol – Coal Creek, Hospitality course -2011
* Trainee of the Year- FS Leaning , Coal Creek, Hospitalities- 2011
* Currently studying cert III in Nursing at Berwick Tafe
* Best and Fairest 2010 Korumburra Bena Football Club
* Excellence Award for Art 2010

**HOBBIES AND INTERESTES**

* Milking cows
* Shopping
* Enjoy working and challenges at Subway

**REFEREES**

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