RESUME

Name: Name  
Address: Address.  
Phone: **Phone**D.O.B: Date of Birth  
  
Career Ambition

Qualifications  
  
Education: Korumburra Secondary College 07-12  
2012 - Year 12 VCAL (Senior)  
 - Work Related Skills  
 - Personal Development  
 - Numeracy  
 - Literacy  
  
2011 - Year 11 VCE  
 - Studio Art  
 - Visual Communication  
 - English  
 - Health  
 - Psychology

Employment  
  
**2011-Current**  
Position: Customer Service/Kitchen Hand  
Employer: McDonalds, Caldermeade  
Responsibilities:  
 - Cash handling  
 - Food preparation  
 - Customer Service  
 - Sales and upselling  
 - Cleaning  
 - Crew training  
 - Team Work  
  
**2012-Current**  
Position: Hospitality Trainee  
Employer: ATEP  
Responsibilities:   
 - Food preparation  
 - Cleaning  
 - Team Work  
**2010**  
Position: Child Care Assistant  
Employer: Perry Street Child Care  
Responsibilities:  
 - Cleaning  
 - Reading  
 - Spending time with children  
 - Looking after Children   
  
**2010**  
Position: Beauty Assistant  
Employer: The Outer Body Beauty  
Responsibilities:  
 - Customer Service  
 - Answering Phones  
 - Cash Handling  
 - Cleaning  
 - Setting up waxing rooms  
   
 Awards and Achievements

Skills + Attributes  
 - High levels of personal presentation  
 - Caring and friendly  
 - Customer service focus  
 - Organised  
 - Flexible  
 - Responsible  
 - Able to show initiative  
 - Learn new skills quickly  
 - Work as part of a team

Hobbies + Interests  
 - Dancing  
 - Music  
 - Health and wellbeing  
 - Travelling

Referees