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