

Student Name

1 High Street, Wodonga, Vic, 3690. DOB:

H: (02) 60xx xxxx, M: 0409 xxx xxx, email@hotmail.com

Objective

Seeking casual or part time employment in a local retail firm where I can develop skills in providing outstanding customer service, work within a team environment, and contribute effectively to a company.

Key Skills

- | | |
|-------------------------------|-----------------------|
| ✓ Customer service | ✓ Cash handling |
| ✓ Resolving customer concerns | ✓ EFTPOS transactions |
| ✓ Food preparation | ✓ Kitchen hygiene |

Personal Competencies

- **Team Worker:** Proven ability to work as part of a team demonstrated by participating in team sports such as basketball, undertaking group tasks at school such as the Rite Journey and volunteering in community programs such as Carevan Foundation.
- **Responsible:** Trusted by family and friends to act with maturity when babysitting. School reports provide evidence of a mature attitude to learning and of being responsible by handing in assigned tasks on time.
- **Organisational Skills:** Balancing sport, volunteering and school studies demonstrates my capacity to be organised. Strong school grades and winning the Most Valuable Player award at Wodonga Wolves is evidence of an organized approach to the activities I am involved in.

Education and Training

2016: Year 9, Catholic College Wodonga

- Subjects: Mathematics, English, The Rite Journey, Science, Physical Education, Reading the World, Geography, Café Nganala.

Employment

2016 – Current: Target Wodonga, Vic

- At Target I have developed skills in sales, marketing products, understanding consumer behavior and providing outstanding customer service. I have also developed skills in dealing with different personalities, resolving customer concerns and managing my time effectively in a busy retail environment. My duties involve customer service, handling customer enquiries via face to face and telephone, cash register operations, and EFTPOS transactions

Work Experience

2016: Customer Service Officer, Café Nganala, Wodonga, Vic

- Worked at our College's Café for a term. Duties included customer service, taking menu orders, cash handling, food preparation and cooking, safe food handling and cleaning. I developed skills in working under pressure and to strict timelines, and in acting professionally when serving peers.

School Participation

- **Sports:** Participation in the annual Athletics, Swimming, and Cross-Country Carnivals at school and member of the College's interschool basketball team.
- **Leadership:** Year 8 and Year 9 Chisholm House Sports Leader. Assistance with organising major sporting events, organising students into events at competitions and acting as a role model for other students by engaging in events and promoting a sense of community spirit.
- **Personal Development:** Completed the 6-day Mittagundi Outdoor Education self-development and leadership program. Participated in team building activities such as bush walking, camping, rafting, and helping to run a pioneer style farm. I also participated in the 10-month Rite Journey self-development and leadership program.
- **Community Service:** I volunteered my time to cook meals for the Carevan Foundation over a 10-week period. The Foundation provides free meals to people who are homeless or living in poverty in the community. I also volunteered my time to plant trees and shrubs and restore the natural environment at Clyde Cameron Reserve, Wodonga.
- **Academic:** I have received numerous achievement and improvement awards for subjects such as Mathematics and Science.

Community Participation

- **Sports:** Participation in training and competitions with the Wodonga Raiders Football Club, Wodonga Leisure Centre Basketball, and Wodonga Wolves Representative Basketball Team. Recipient of the Wodonga Wolves Most Valuable Player award in 2015.
- **Community Service:** I have assisted the sporting clubs I am a member of through umpiring and undertaking scoring duties. I have also raised funds for the clubs and have assisted with setting up and packing away equipment on game days. Raised awareness of and funds for the Cancer Council through participating in the Border Relay for Life.

Referees

Teacher Name

Academic Reference

Teacher

Catholic College Wodonga

02 6043 5500

Name

Character Reference

Coach

Wodonga Raiders Football Club

02 60xx xxxx