# Résumé

Name:

Address:

Phone number:

## Career goal/objective:

### Education and training:

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| 2018-2020 | **Higher School Certificate**  Anywhere High School  Any Street, Suburb NSW 2233 |

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|  | Subjects | Results |

### Short courses/additional qualifications:

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| 2019 | **Coffee Shop Essentials**  Sutherland College of TAFE  Gymea Campus  The Kingsway, Gymea NSW 2227 |

### Employment history:

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| 2018 – present | **Customer Service Assistant**  Pizza Hut, Caringbah |

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|  | **Duties** | **Customer service**  **Cash handling**  **Cleaning** |

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| 2017 | **Work experience (1 week)**  Chrystal Advertising, Surry Hills |

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|  | **Duties** | **Word processing business documents**  **Answering phones**  **Greeting customers** |

### Employment related skills:

**Communication**

* I can speak confidently in front of large audiences. I have had experience participating in classroom debates as well as representing the school at competitions.
* I am able to speak and write in Japanese.

**Team work**

* I have had experience working as a part of a team in both classroom experiences and through my participation in school sport.
* I have been a member of the local community soccer team since 1999.

**Learning**

* I am interested in carpentry, metal work and the construction of things and have taught myself to build and fix a variety of things.

**Planning and organising**

* I was a member of the school social committee and was responsible for booking the date and venue for my Year 10 formal (2003).

**Technology**

* I am able to use the following software programs:
  + Microsoft Word
  + Excel
  + Photoshop.

### Special achievements and awards:

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| 2020 | **Artexpress**  My major work was ranked in the top 10 percentile band in the HSC. It was selected for display in the Artexpress exhibition and will travel NSW in 2006. |
| 2019-2020 | **Member of Student Representative Council** |
| 2017 | **Awarded Certificate of Merit in English** |

### Hobbies and interests:

* Swimming, reading, writing stories.

### Referees:

|  |  |
| --- | --- |
| Mr B Cool  Year Advisor  Anywhere High School  Phone: 5555 1234 | Mrs M Employ  Manager, Pizza Hut  Caringbah  Phone: 5555 5678 |