

# Résumé

Name:

Address:

Phone number:

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## Career goal/objective:

## Education and training:

2018-2020

### Higher School Certificate

Anywhere High School  
Any Street, Suburb NSW 2233

Subjects

Results

## Short courses/additional qualifications:

2019

### Coffee Shop Essentials

Sutherland College of TAFE  
GyMEA Campus  
The Kingsway, GyMEA NSW 2227

## Employment history:

2018 – present

### Customer Service Assistant

Pizza Hut, Caringbah

Duties

Customer service

Cash handling

Cleaning

2017

### **Work experience (1 week)**

Chrystal Advertising, Surry Hills

Duties	Word processing business documents Answering phones Greeting customers
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## 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:

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