**Jane Smith**

**Mobile:** 0400 000 000

**DOB:** 21st February 1998

**Licence:** P1 C Class Manual

**Email:** janesmith@hotmail.com

**Ambition**

Resume of Jane Smith

I am nineteen years of age and currently looking for work in the retail industry. I am wanting to obtain casual hours in a retail position within a dynamic and energetic team in which I will have the opportunity to utilise and extend my experience in sales techniques which will in turn, benefit the company/business by retaining existing customers and expanding the customer base.

I am flexible with my availability to work and I have over two years of retail experience with some managerial experience. I have also attained a Certificate III in Business with retail specialisation. It is because of my person centred approach, passion and dedication to the retail industry that makes what I have to offer, stand out from the rest.

**Work History**

June 2015 – November 2015

The Crows Nest Bakery

* Barista Service
* Cashier duties
* Waitressing
* Food handling/preparation
* General cleaning
* Restocking fridges/shelves

March 2013- June 2013

The Aqua Shak, (The business has since closed)

* Retail sales
* Cashier duties
* Customer service
* Cleaning
* Restocking shelves

September 2015 – Work Experience

Crow’s Nest Pharmacy

* 1 week of work experience as a full-time employee
* Taking instructions from staff
* Assisting in prescriptions
* Cashier duties
* Customer service Cleaning
* Restocking shelves

**Education & Qualifications**

Completed Year 10 at Nanango State High School | 2014

**Skills**

* Able to work individually or in a team environment
* Able to follow instructions
* Able to work unsupervised
* Reliable
* Dependable
* Can work well under pressure
* Positive and can do attitude

Resume of Jane Smith

**References**

**John Smith**

**Position**

**Business Name**

**0400 000 000**