**John Smith**

**Career Summary**

**Work History**

**Education History**

**Address: 1 Smith Crescent, Smith Town, QLD, 0000**

**Email:** [**johnsmith@gmail.com**](mailto:johnsmith@gmail.com)

**Mobile: 0400 000 000**

My name is John Smith, I am seventeen years old. I am currently seeking casual, part time or full time work. I am eager to learn, flexible in my availability and have an easy going personality.

**Nov 2015 Cherubs Child Care – Toowoomba**

Duties Included:

* General Cleaning Duties
* Basic Food Preparation
* Assisting children and supervisor
* Engaging with children
* Excellent Communication
* Packed up play equipment
* Worked with the team leaders to follow daily structures

**Nov 2015 Red Rooster - Harlaxton**

Duties Included:

* General Cleaning Duties
* Basic Food Preparation
* Replenishing stock
* Customer service
* Cash register operation

2015 Certificate II Business Ashley Institute of Training

2015 Blue Card (Volunteer)

2014 Year 10 Harristown State High School

**Skills / Attributes**

**Personal Qualities**

**Hobbies / Interests**

**References**

* Good communication skills
* Friendly customer service
* Ability to take direction and complete tasks efficiently
* Ability to handle a fast paced environment
* Energetic and organized
* Attention to detail
* Quick learner
* Competent at using word, PowerPoint and internet explorer
* Organised and Motivated
* Outgoing
* Friendly and Personable
* Committed to achieving personal goals
* Watching movies
* eating out
* socialising
* helping friends
* Punctual

**Name**: Johnny Dee

**Position**: Teacher

**Company**: Ashley Institute

**Contact** **Number**: 0400 000 000