**John Smith Curriculum Vitae**

**4 Smith Lane, Smith Town 4000 I 0400 000 000 I Smith.John97@hotmail.com**

##### Personal Statement

I have an upbeat, bubbly personality. I am very eager to learn new skills. I pride myself in completing tasks that are set for me and enjoy working within a retail environment. I am interested in obtaining either full time or part time employment.

##### Work History

**Groceries & More Convenience Store, Toowoomba**

**Duration**: November 2014- January 2016

**Position**: Retail Assistant

Duties:

* Customer service
* Cash register operation
* Handle customer complaints
* General cleaning
* Awareness of and application of Tabaco retail laws
* Worked independently and as part of a team
* Complete end of day tasks such as closing the store and balancing of tills
* Filling stock
* Checking stock prices and updating on computer systems as required
* Stock take
* Completed diary order

##### Demonstrated skills and abilities

* Good communication skills
* Ability to identify and address customer’s needs
* Ability to self-manage
* Shows initiative
* Reliable and hard working
* Punctual
* Respectful towards customers and other staff members

##### Referees

**Johnny Dee John Smithy**

Groceries & More Convienience Store Dance Teacher

Owner 0400 000 000

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