**Jane Smith**

**DOB:** 21st April 1999

**Mobile:** 0498 695 807

**Licence:** P1 C Class Manual

**Email:** janesmith@hotmail.com

**Personal Statement**

I am interested in gaining employment within your industry. I have a friendly personality and am easy to get along with. I enjoy working as part of a team and interacting with people from a wide variety of backgrounds. I am available to work any day and any time of the week.

**Education & Qualifications**

Diploma of Beauty Therapy | *TAFE QLD South West* | June 2017

Graduated Year 12 | *Oakey State High School* | 2016

**Employment History**

**Goombungee Antiques & Cafe** | Volunteer | *February 2018 – Current*

Duties included:

* Assist with setting up and opening the café
* Operate the coffee machine
* Food preparation and service
* Greet customers and provided excellent customer service
* Clean tables and chairs
* Wash dishes
* Empty bins
* Answer the phone and take messages

**TAFE QLD South West** | Work Experience | *May 2017*

Duties included:

* Became a student salon manager for a day
* Scheduled client appointments with beauty therapists
* Helped set up for the day
* Provided clients with quality service
* Cleaned the workplace up to infection controls standards
* Communicated amounts staff to insure the day ran smoothly

**Plaza Circle Vet Surgery** | Work Experience | *2014*

Duties included:

* Greeted customers
* Basic animal care
* Cleaned and disinfected the office, consultation room and operating room

**Skills / Attributes**

* Customer Service skills
* Product display
* Marketing retail
* Excellent Communication Skills
* Stock Control
* Telephone Operation Skills
* Sales experience
* Able to work independently as well as in a team
* Organised & Self Starter
* Honest & Trustworthy
* Punctual & Well Presented
* Determined & Focused
* Hard Working
* Dependable & Respectful
* Capable & Competent
* Friendly demeanour

**Referees**

Daryl Moore

*Owner*

**Goombungee Antiques & Cafe**

0414 507 720

Fiona Patterson

*Instructor*

**TAFE QLD South West**

0419 768 580

Esther Moir

*Laboratory Attendant*

**Toowoomba Regional Council**

0411 614 247