Jane Smith

**Email:** janesmith@gmail.com **I Mobile: 0400 000 000**

**About me**

I am a motivated individual seeking employment in the medical industry. I am Confident and articulate with commended ability to work with others to achieve set outcomes. Young yet mature school leaver with developed employability skills and personal attributes that support the transition from education to casual/full-time employment. Leadership and communication skills developed and demonstrated through engagement in sporting groups through school.

**Availability**

Available Monday – Friday and Weekends on a rotational basis

**Personal Attributes**

* **Honest:** Strong personal morals and ethics ensure complete honesty and transparency at all times. Demonstrated by managing the counting of money for class business ventures.
* **Commitment and Dedication:** Willing to provide long term on-going contribution and commitment to an organization. Demonstrated by membership of the school touch football team and member of the local swimming club for over 3 years.
* **Collaborative Team Member:** Ability to collaborate with team members. Demonstrated by group work assignments and work experience placements.

**Key skills/ abilities**

* Strong attention to detail
* Willingness to learn and develop
* Customer service
* Problem solving
* Team work
* Communication
* Well-Organised
* Punctual

**Education**

**2015**

Year 10 Certificate

Crows Nest State High School

Achievements:

* **2011:** Merit award to commend my academic skills
* **2015:** Science and engineering challenge participant

**2016**

Year 11

Toowoomba Christian College

Achievements:

* **2016:** Leadership award to commend my leadership on Year 11 camp

**Work Experience**

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

**References**

Name

Business

Contact number

Name

Business

Contact number

Name

Business

Contact number