

Résumé

Jane Citizen

Contact Details

Address: 42 John Drive
Smithville 0000
Home Phone: XX XXXX XXXX
Mobile Phone: XX XXXX XXXX
Email: jane_citizen@smithville.com.au

Employment History

Current: Bar Attendant
Smithville Club

01/2004–09/2004: F & B Attendant
Smithville Club

01/2003–01/2004: Kitchenhand
Smithville Club

Educational Achievements

2004: Completed Certificate III in Hospitality Operations
Smithfield TAFE

2003: Completed Year 12
Tertiary Entrance Score 990
Smithfield College

2003: Certificate of Distinction
Australian Schools English Competition

Contributions to the Community

2004: Volunteer Counsellor
Smithfield Youth Association

2002: Gold Achievement Award – Civic Spirit
Blackwood Secondary School

Jane Citizen – Résumé

Demonstrated Skills

Business management:

- Basic staff training experience
- Intermediate staff supervision experience
- Knowledge of Occupational Health and Safety Law
- Knowledge of Environmental Health Law

Hospitality:

- Intermediate coffee making experience
- Intermediate alcoholic beverage making experience
- Intermediate cocktail making experience
- Advanced food preparation experience

General:

- Exceptional customer service skills
- Intermediate knowledge of Microsoft Office Suite
- Advanced knowledge of Internet and e-mail programs
- Advanced cash handling skills

Demonstrated Personal Attributes

- Well presented, well-mannered and articulate
- People and service-oriented
- Confident and professional manner in all environs
- Responsible, resourceful, reliable and honest
- Effective problem-solving skills
- Excellent communicator
- Calm disposition
- Reliable worker

References

Available on request