

Name Name

Ph: 04xx xxx xxx | E: xxx@gmail.com | Address Line 1, Address Line 2

Personal Summary

I am a versatile, reliable and confident team member and supervisor. I enjoy variety and am able to juggle competing priorities for myself and a team. I am internally driven, so I am able to work autonomously and direct others to remain focused on their tasks. Being organised is important to me and I am a hands-on team leader and member, making sure that the team gets all the job done.

Skills & Abilities

- Setting goals and objectives for myself and for other individuals and teams
- Assigning tasks to staff and clearly explaining how these duties are to be done
- Ability to prioritise tasks effectively for individuals and the team
- Proficient administration skills, including payroll, reporting and rostering
- Promoting a safe work environment

Work History

Retail Store Name, Location Month Year - Present

Customer Service Associate

Responsible for assisting customers with their purchases, stocking shelves and housekeeping of the store.

Duties:

- Customer Service
- Cash Handling
- Stock control
- Housekeeping
- Merchandising
- Pricing

Fast Food Restaurant, Location Month Year - Month Yr

Cashier & Cleaner

Working in busy *Fast Food Chain* serving customers, handling cash, adhered to quality and standards of the chain and maintained cleanliness. Stock control and training of new employees were additional tasks.

Tourist Attraction, Location

Kiosk Attendant Month Year - Month Yr

Responsible for customer service and waitressing for food kiosk, including cash handling, stock management and housekeeping.

Education

**** High School

School Certificate

Training & Qualifications

201x	College Name	Training Course Name
201x	College Name	Training Course Name
201x	College Name	Training Course Name
201x	College Name	Training Course Name
		Current Class XX Driver's Licence

References

Available on request.