|  |  |
| --- | --- |
| **OBJECTIVE** |  |

I am seeking the opportunity to expand my skills, knowledge and experience in a junior role. I am eager to learn and open to tackling a range of tasks.

|  |  |
| --- | --- |
| **ACHEIVEMENT & ABILITIES** |  |

* A team player and strong communicator
* Organised and great attention to detail
* Takes pride in work and always achieves tasks to high quality
* Computer skills: including word-processing, spreadsheets, research and social media
* Working with Children Check – volunteer
* Certificate - Introduction to First Aid

|  |  |
| --- | --- |
| **EDUCATION** |  |

*2016*

Year 10, Highfield Secondary College  
Current student  
Subjects include English, Social Science, Mathematics, Biology, Geography

|  |  |
| --- | --- |
| **PROFESSIONAL EXPERIENCE** |  |

*March 2015 to  
Present*

**Highfield Primary School**  
*After School Care Assistant – Voluntary*

The Highfeild Primary School after school care provides a safe and nurturing environment for up to 30 students.

Responsibilities and achievements: As after school assistant I support the Coodinator to organise fun recreational activities and healthy snacks for the students. I have become efficient at preparing and packing up activities and completing general administration in short time frames.

*June 2015   
(2 weeks)*

**Practical Shoes***Reception and Administration – School work* *Experience*

Soul shoes are a local shoe manufacturer that produce shoes and boots for work environments.

Responsibilities and achievements: During my two week work experience I completed a range of duties including answering phone enquiries, uploading content to the online store (Shopify platform), filing and general office duties.

|  |  |
| --- | --- |
| **INTERESTS** |  |

* School basketball team member - premiership team in 2015
* YMCA Computer Clubhouse member
* Australian Youth Climate Coalition member

|  |  |
| --- | --- |
| **REFEREES** |  |

|  |  |
| --- | --- |
| **Anna Bell**  After School Care Manager, Highfield Primary School  0400 111 222 | **Cameron Davies** Teacher, Highfield Secondary School  03 9300 1111 |

*Written reference enclosed*