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| **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.

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| **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

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| **EDUCATION**  |  |

*2016*

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

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| **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.

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| **INTERESTS**  |  |

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

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| **REFEREES**  |  |

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| **Anna Bell** After School Care Manager, Highfield Primary School0400 111 222 | **Cameron Davies** Teacher, Highfield Secondary School03 9300 1111 |

 *Written reference enclosed*