

## ***Position sought***

Part-time casual waitress where my commitment to both customer service and to the team effort together with my skills and experience in handling food and beverages will help bring friendly and efficient service and customer satisfaction.

## ***Skills and achievements***

### **Customer service**

Fifteen months experience as casual sales assistant, Kalingula Fish Markets, Saturdays and school holidays, 2007-2008. Was known and appreciated by many customers for the quality of my service and my friendly manner.

### **Food and beverage handling**

Completed 3-day Introduction to food and beverage course, Penguin Hospitality Training Pty Ltd, 2008.

Served in both kitchen and front-of-house, Macdonald's, West Cotteringham, February-November 2009, while studying first year University.

### **Teamwork**

Member of school netball team for each age group, 2003-2008. Won premiership in Under 14 division and runners up in Open division.

### **Presentation**

Modelled summer fashions from Young Fun Fashions to raise money for Camp Quality last October.

## ***Employment record***

### **Front-of-house and kitchen hand (casual)**

Macdonald's, West Cotteringham, February-November 2009

Won the branch prize for most consistent quality in hamburger production.

### **Sales assistant (casual)**

Kalingula Fish Markets, April 2007 - September 2008

# Dale Knight

413 Redlands Street  
Corby's Bay 8476  
0412 347 985 (m) 8354 9832 (h)  
daleknight413@hotmail.com

## Career Objective

Building apprenticeship where a keen interest in construction and a strong desire to be part of a good team will result in efficient work and high standards.

## Skills & Achievements

### Building skills

- Designed and built my own 3m x 3m workshop / toolshed: recycled framing on concrete slab and clad in Colorbond, 2008.

### Teamwork

- Helped on the construction of the set for the school production of 'Joseph and the Amazing Technicolor Dreamcoat'. We had just 3 weeks to construct and paint the set and towards the end, we had to work around rehearsal times. There were 4 of us students and one teacher and we worked together as a good team. The set received good comments in the local paper's review of the play.

## Employment History

### Builder's labourer (casual)

EJ & R Knight Builders, since January 2008 (Ted Knight is my dad's brother)

- On Ted's instructions, I measured up and cut the reo for 6-square slab for his new workshop. After laying the plastic underlay, I joined the sheets together with wire and put the chairs in place. When Ted inspected my work, he said that I had done a good job.

### Walker-advertising material (casual)

Allstate Advertising Distribution Pty Ltd, 2008-present

### Builder's labourer (work experience)

Merton Constructions, July-August 2010

- Helped in the assembling of pre-fabricated steel formwork on the new Woolworths supermarket site.

# ***Jake Bannerman***

431 Collingwood Street  
Manly West 4179  
3605 6509  
0427 365 509  
bannermanj431@gmail.com

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## ***Career Objective***

Electronics Technician Traineeship where my long-held interest in electronics and IT and my commitment to doing my best together with eagerness to be a useful member of the team will help ensure effective and efficient maintenance of electronic scientific equipment both ashore and at sea.

The variety of research carried out by Quadrant Navigation and the range of equipment used offer a career path full of challenge and interest. I would be keen to be a part of your team.

## ***Employment History***

### **Salesman, New Cars / Cadetship Bay Motors, July-November 2010**

This was a new position involving both sales work and learning different aspects of the business through assisting others. The position was terminated due to the recent slump in new vehicle sales.

### **Salesman, Computers and Electrical Goods, part- and full-time Harvey Norman, Morningside, 2007-2010**

One of the two top performers in computer sales, 2010.

## ***Education and Training***

### **Tasmanian Certificate of Education Wynnum State High School, 2009**

- Topped the class in pre-tertiary Information Systems and VET Certificate II in Information Technology (both theory and practical)
- Awarded HA for Year 11 Electronics
- Pre-tertiary Maths, English and IT

# Lachlan Muir

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344 Liverpool Street  
Hobart 7000  
6232 3469 (h)  
0437 323 469  
lachlanm@utas.edu.au

## Career Goal

Graduate Recruitment position where excellent university results combined with a commitment to getting things done will help to achieve the Government's environmental and sustainability goals.

## Education & Training

Enrolled final year  
**Bachelor of Natural Environment and Wilderness Studies**  
University of Tasmania

- High Credit to Distinction average
- Awarded Distinctions for Environmental Management and for Wilderness and Natural Area Management last year
- Enrolled for Global Environmental Policy, Sustainable Cities, Social Problems and Social Policy and Environmental Impact Assessment this year

**Certificate II in Information Technology**  
TAFE Tasmania, 2008

**Certificate I in Active Volunteering**  
Conservation Volunteers Australia, Hobart, 2009

**Workplace 2 – Senior First Aid**  
St John Ambulance, Hobart, 2007, 2010

# *Susie Goodman*

4/24 Meredith Road  
Carlisle 4328  
5834 7621  
0403 456 987

*“exciting, enthusiastic team member”*

## *Objective*

Full time team member where enthusiasm and commitment to excellence in customer service together with almost 3 years experience in retail sales will help build a happy and efficient team, satisfied customers and increased sales.

## *Career History*

Customer Service Assistant

The Clothing Shop, Carlisle, 2007-present (full time since Nov 09)

- Member of the team that set up the expanded The Clothing Shop in Carlisle, 2008. Erected shelving, created displays and helped with the layout of merchandise.
- Participated in both store and warehouse stocktaking.
- Helped with the set-up of catalogues.
- Created displays of stock for promotions.
- Have dealt with angry customers, resolved the problems and, for the most part, sent them away happy.

## *Relevant Education and Training*

On-the-job training in customer service

Often asked by colleagues to help resolve a problem with a customer

On-the-job training in registers and lay-by

Completed first year Associate Diploma of Graphic Design  
TAFE Geraldton, 2009