Name

Address

**P.** (03) **M.** **E.**

Key Skills

* Communication Skills - Good communicator with the ability to listen to instructions given to me
* Interpersonal skills – I am friendly and able to build a relationship with people
* Self motivated to succeed
* Understand the importance of team work to be successful in whatever you do
* Organised and pay attention to detail
* Take pride in my work and always achieve tasks to high quality
* Strong understanding of Information and Communication Technology
* Keen to learn

Professional Experience

**Position date**

Company

Responsibilities:

* Organise and supervise games and other recreational activities to promote physical and social development
* Participating in activities
* Encourage and negotiate students to participate in activities as they had not done so in the first half of the year
* All student participated in activities
* Given clear instructions of what is required in the activity to be performed

Achievements

* Received positive feedback back from my teacher on all students participating

**Position Date**

Company

Responsibilities:

* Operate office machines, such as photocopiers and scanners, facsimile machines, and computers.
* Answer telephones, direct calls, and take messages.
* Organised AFL players video evaluations of their game and the distribution of corporate uniform

Qualification/Education/Training

**Year Date**

School

Computer Skills

Package Proficient Level

Verbal Referees

Name Position Company **M**.

Name Position Company **M**.