

Sample Resume

Part-time and Casual



SWINBURNE
UNIVERSITY OF
TECHNOLOGY

NOTE: Do NOT copy this resume. Do NOT use header or Swinburne logo. We recommend looking at a range of resumes to gather ideas for designing your own. Remember that your resume needs to be tailored to the role you are applying for.

FATIMA SAMPLE

3/22 Black St, Hawthorn VIC 3122

Phone: 9830 7812 Mob: 0812 044 537 Email: fali@hotmail.com

AVAILABILITY

Tuesday – Thursday after 3pm
Monday and Saturday – full availability

STENGTHS

- High level customer service skills as shown by excellent results on Mystery Shopper Reports
- Confident with cash register and money handling procedures as demonstrated by consistently accurate balancing of cash register
- Organisational skills as evidenced by effectively maintaining stock inventory levels

TRAINING

2016 **Responsible Service of Alcohol (RSA)**
William Angliss Institute

2016 **Safe Food Handling Certificate**
William Angliss Institute

EMPLOYMENT

Dec 2015 - **Crew Member**
Current McDonald's Restaurant, Camberwell

- Providing efficient and friendly customer service
- Cash handling
- Basic food preparation
- Train new staff

Achievements

Awarded Crew Member of the Month

Jan 2014 – **Shop Assistant**
Nov 2015 Retail business, Egypt

- Provided friendly and prompt customer service
- Balanced cash registers with receipts
- Managed and ordered stock to maintain merchandise availability

EDUCATION

2017 - **Bachelor of Business (Accounting)**
Current Swinburne University of Technology

VOLUNTARY WORK

2013-2014 **Volunteer, Bulleen Sporting Club**

- Social committee member involved in organizing fundraising events and competitions
- Assisted with running canteen during sports days

REFEREES

Mrs Danielle Brown, Supervisor
McDonald's Restaurant, Camberwell
Phone: 0423 088 562 email: camberwell.mcdonalds@com.au

Dr Justin Smith, Accounting Lecturer
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