

JULIUS CAESAR

Contact details:

Hillcrest, Hamilton
027 123 4567
juliuscaesar@email.com

Personal statement:

A hardworking team player, with a willingness to learn and excellent communication skills. During my Level 3 Certificate in Food and Beverage Service, I developed my confidence in coffee making and café functions. I am now expanding my knowledge and working towards my Level 4 qualification. I am seeking a part-time café position to develop my skills further and

Hobbies:

- Cooking and experimenting in the kitchen- I especially enjoy trying new cuisines from around the world.
- Computing – I love designing and creating my own websites.
- Surfing, camping, fishing and anything outdoors.

References:

Keanu Reeves, Matrix Ltd., Manager
027 123 4567
keanu.reeves@email.com

John Doe, NZMA Hamilton, Tutor
021 123 4567
john.doe@nzma.ac.nz

Experience:

SPCA, Hamilton – *Volunteer Animal Assistant*

February 2020 – September 2021

- Cleaned animal cages and dog runs
- Kept animals fed, safe and socialized
- Assisted staff with adoption appointments

Countdown Supermarket, Claudelands Hamilton – *Checkout Operator*

June 2019 - August 2020

- Day to day tasks included operating the checkout, packing groceries, balancing the till and stocking shelves.
- Key skills required were excellent, friendly customer service, great time management and the ability to remain calm in a busy environment.

Education and qualifications:

Certificate in Food and Beverage Service (Level 4) – NZMA, Hamilton
June 2020 – Present

Certificate in Food and Beverage Service (Level 3) – NZMA, Hamilton
January 2020 – June 2020

NCEA Level 2- Hillcrest High School, Hamilton

February 2017 – December 2019

- Subjects: Mathematics, English, Science, Art and P.E.
- Received award for being 1st in Art for 2017

Skills:

- Experienced Barista- confident in a range of hot and cold beverages
- Accurate cash handling abilities- responsible for daily end-of-shift cash-up
- Dependable team-player who contributes positively to the workplace
- Friendly and helpful customer service
- Current First Aid Certificate
- Full NZ driver's licence