

# Andrew Smith

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## **CAREER OBJECTIVE**

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I am looking to commence my career in administration / reception as a trainee. I enjoy working with computers and in a team environment. In addition, I am a quick learner, reliable and enjoy providing quality customer service.

## **EDUCATION**

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2010 – 2011  
(Part-Time)      **Certificate II in Business (Currently studying)**  
RMIT University, Melbourne  
Units studying:  
Use business technology, create electronic presentations, deliver a service to customers, work effectively in a business environment

2004 – 2009      **VCE Year 12 (Completed)**  
Bellevue High School, Carlton  
Subjects completed:  
English, Legal Studies, Business Management, Maths and Psychology.

## **WORK EXPERIENCE**

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Jan 2006 – Feb 2009  
(Casual)      **Food Handler**  
KFC, Carlton  
Duties:

- Customer Service
- Food preparation
- Cash Handling

Feb 2009 – Current  
(Part-Time)      **Retail Assistant**  
Target, Southbank  
Duties:

- Dealing with customer enquiries/complaints
- Cash Handling
- Monitoring returns

## **SKILLS**

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### **Computer Skills**

- 35 - 40 wpm typing speed
- Basic - Intermediate Microsoft Word and Excel
- Basic Outlook

**Work related skills (Skills that relate to this job)**

- Punctual
- Initiative
- Fast learner
- Ability to manage multiple tasks
- High attention to detail
- Pleasant phone manner

**Interpersonal skills (Attributes for dealing with others)**

- Team player
- Good communicator
- Multicultural sensitivity/awareness
- Strong listening skills

**Soft Skills (Personal attributes that I can bring to the workplace)**

- Passionate
- Honest
- Flexible
- Dependable
- Willing to learn

**HOBBIES / INTERESTS**

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- Swimming
- Snowboarding

**AWARDS & SCOLARSHIPS**

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<b>2010</b>	<b>Community Volunteer Award</b> Red Cross, Melbourne.
<b>2009</b>	<b>Red House Vice Captain</b> Bellevue High School, Carlton

**REFEREES**

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**Kelly Black**  
*Office Manager*  
Target, South bank  
Work No: 9436 8976  
Mobile No: 0437 890 765  
KellyBlack9@hotmail.com

**Matthew Craig**  
*Field Officer*  
Red Cross, Melbourne  
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