

CURRICULUM VITAE

Name: Tim Smith

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Date of Birth: 16 November 1991

Objective:

- I am seeking a part-time job to fit around my university studies and during holidays.
- I am able to work up to 16 hours a week during term time.
- Available to work on Monday afternoons, Friday afternoons and/or evenings and one day during the weekend - either Saturday or Sunday.
- I would love to become part of the Bike Shop team!

Skills and Abilities:

- Experience in retail and customer service working part-time and full time in holidays at two different retail stores.
- Outgoing, friendly personality, confident dealing with customers.
- Computer literate - proficient in using Word, Excel, PowerPoint, some data entry experience. Basic skills in both Adobe Photoshop and Illustrator.
- Very good mathematical and numeric skills.
- NZ Driver Licence: Restricted
- Experience handling money including Eftpos, credit card transactions and cashing up.
- Attention to detail.
- Skill in making coffee – training and experience as a barista.
- Creative and practical.
- Responsible, honest, adaptable and well presented.
- Mature second year university student.

Education:

University of Auckland 2010 –
• Second year, studying towards a Bachelor of Science majoring in Geology and Statistics.

Macleans College, Auckland 2005 – 2009
• NCEA Level 3: Mathematics with Calculus, Statistics & Modelling, Chemistry, Physics, Geography
• NCEA Level 2: Mathematics, English, Chemistry, Physics, Art Painting, Outdoor Education
• NCEA Level 1: Mathematics, English, Science, Art, Graphics, Music

Achievements / Responsibilities:

2009 School Prefect and Peer Support, Macleans College
Member of school Rugby 1st XV, Cricket 1st XI, Concert Band and Stage Band.

Work Experience:

The Grocer: Gourmet Food Market 2007 – 2009

- I worked for 18 months.
Experience in numerous areas including checkout, tills, cafe, butchery and office work.
I enjoyed interacting with customers and learnt comprehensive customer service skills.

The Ice Cream Place: Coffee and ice cream shop and factory 2009 – 2010

- I worked part time at weekends in 2009 and during university holidays last year.
I learnt to be a barista, and further improved my customer service skills and how to deal with difficult customers.
I also assisted in the factory, making and packaging gourmet ice cream.

Interests:

- Played rugby for the last six years including last year for Auckland University Rugby Club.
- I enjoy golf and skiing.
- I build fixed gear bikes and enjoy bike riding.
- Other interests include music and art.

Referees:

James Brown

021 987 654

The Grocer Food Market

James was my manager for a period at The Grocer.

Mary Cook

09 585 1234

The Ice Cream Place

Mary, is joint owner of this family business.

