**Sally Smith**

Address:

🕿 :

Mobile:

Date of Birth:

Email:

**EDUCATION**

**2016 Higher School Certificate**

Wyong High School

*HSC Courses:*

English Standard

General Maths

Exploring Early Childhood

OR

**2016 Record of School Achievement (completing)**

Wyong High School

*Elective Subjects:*

Information Technology - Design

Crime and Punishment

Music

**EMPLOYMENT HISTORY**

2014-2015 **Crew Member**, McDonalds Mingara

Duties: Food Preparation, Stocking fridges, Cleaning

2014 **School Blood Bank Volunteer** – Wyong High School

Duties : monitored compliance with pre-donation requirements – food, hydration, weighing, completion of documentation. Ensured donors ran to time and reserve donors were used.

2012-2014 **Red Shield Appeal- Volunteer** – Red Cross

Duties – Collect money for fundraising, count money and provide receipts, communicate with the public and explain the purpose of the donations.

**ACCREDITATIONS**

2015 Statement of Attainment

Metal and Engineering Certificate II

Hunter Institute – Gosford Campus

2014 Workplace Health and Safety Course (Whitecard) #CG10107633SEQ01

**KEY SKILLS**

* Able to communicate confidently with a range of people
* Competent with technology
* Able to prioritise tasks and manage my time
* Work cooperatively as part of a team
* Understanding of workplace health and safety procedures
* Willing to learn new skills
* Able to follow directions
* Calm and mature outlook
* Confident Mathematical ability

**ACHIEVEMENTS**

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**PERSONAL QUALITIES**

* High work ethic
* Punctual and reliable
* Willing to learn
* Enthusiastic

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**HOBBIES and INTERESTS**

Reading, listening to music, drawing

**AVAILABILITY**

I am available weekdays after 2.30pm , weekends and public holidays.

**REFEREES**

Milinda Nagy

Transition Advisor

Wyong High School

🕿43531088

Virginia Dashwood

Year Advisor

Wyong High School

🕿43531088