

Figure 2: Résumé

**Elizabeth Karen Reilly**

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**EDUCATION**

2010 to Present

Mt Lofty High School (Currently in Year 12)

Subjects:

- English
- Mathematics
- Business Studies
- Drama
- Visual Arts

**EMPLOYMENT HISTORY**

10 December 2013 to Present

Cashier — Haven Newsagency, Parramatta

Key duties include:

- receiving, recording and packaging goods selected by customers
- advising customers on the selection and price of goods
- processing payments for goods using a variety of methods, including cash, EFTPOS and credit card
- processing customer refunds and exchanges
- reconciling the cash register at the end of the day
- restocking items.

10 November 2011 to  
6 December 2013

Customer Service Officer — ColeMart, Mt Lofty

Key duties included:

- receiving, scanning and packing customers' groceries
- processing payments using a variety of methods, including cash, EFTPOS and credit card
- reconciling the cash register at the end of each shift
- returning saleable stock to shelves during non-peak periods.

3 September 2013 to  
14 September 2013

Work experience — Jupiter Jeans (factory), Mt Lofty

Key duties included:

- observing meetings with customers to determine garment material, designs and style
- learning how to interpret designs to determine pattern specifications
- cutting out master patterns and laying out and cutting fabric
- assisting with garment production using an industrial sewing machine.

## WORK SKILLS

- **Customer service:** I have experience operating an electronic cash register, performing stock pricing and display duties, wrapping gifts and maintaining stock levels.
- **Communication:** I have excellent communications skills (both written and verbal) and display confidence when speaking with customers and colleagues at work.
- **Teamwork:** I have high-level teamwork skills and have participated in my school's swimming and tennis teams, drama productions and debating team.
- **Leadership:** I have displayed leadership skills through my roles within my school's Student Representative Council (SRC) and through leading the school debating team.
- **Initiative:** I have been involved in various school committees, including the SRC, where I have assisted with the planning and coordination of events. I recently co-founded the 'Green Planet' environmental group with a group of peers, which also involved coordinating a fundraising event attended by students, staff and parents.
- **Self-management:** I have a proven ability to balance study, extracurricular activities and part-time work.

## COMPUTER SKILLS

- High-level skills in Microsoft Office programmes, including Word, Excel, PowerPoint and Outlook
- Intermediate skills in Adobe Creative Suite programmes, including Photoshop, InDesign and Illustrator
- High-level social media skills

## INTERESTS

- Sport (swimming and tennis)
- Photography
- Craft
- Fashion

## REFERENCES

School reference (copy enclosed)

*It is not normally necessary to enclose references with a résumé. If the employer requests them, send copies rather than originals.*

## REFEREES

Ms Thompson  
Owner, Haven Newsagency  
12 Knowles Ave, Parramatta NSW 2150  
Phone: (02) 9123 4444  
Email: thompson@havennewsagency.com.au

Mr Davies  
Manager, Jupiter Jeans  
22 Eversley St, Mt Lofty NSW 2123  
Phone: (02) 9123 5555  
Email: davies@jupiterjeans.com.au