*Assistant Manager*

Rebecca **Taylor**

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| **Personal** | a: 1 Queensland Dr, Westwood VIC, 3000  p: 02 9123 4567  e: rt@cv.com.au  w: www.cv.com.au |
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| **Statement** | I have just finished a degree of Classical Studies at the University of Canterbury. I also have achieved NCEA Level 1,2,and 3. I have work experience at the Lincoln Library/Selwyn District Council Service Centre as a cleaner for two and a half years. I have a vast knowledge of MYOB and Microsoft Office which includes MS Word ans MS Excel. |
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| **Education** | **University of Canterbury (From Feb 05 to Feb 08)**  Completed Classical Studies at the University of Canterbury. |
|  | * Achieved top grades * Worked well in teams * Assisted other students |
|  | **Lincoln High School (From Jan 00 to Nov 04)**  Completed NCEA at the Lincoln High School. |
|  | * Passionate about learning * 100% attendance * Challenging underlying assumptions and values, and offer alternatives |
| **Experience** | **Wood Scenic Line Ltd (From Oct 05 to Nov 08)**  I worked as a sales assistant and then an assistant manager doing day to day sales, which included the use of MYOB Manager, EFTPOS opening and closing the store and cash-handling and also the administration part of the job such as annual reports, graphs and stock-takes.   * Communicate well with people of all ages * Thorough and pay close attention to details * Plan and arrange meetings and social functions |
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| **Interests** | * Indoor Soccer * Outdoor Soccer * Outdoor Netball |
| **Reference** | **Name:** Rodney Thompson  **Position:** Senior Partner  **Company:** Resume Template Pty Ltd  **Phone:** 02 9000 1111 |