

YOUR NAME

Unit 11 / 1111 Botany Road – Alexandria – NSW 2000

Home ph: xxxx xxxx

Mobile: xxxx xxx xxx

Email: xxxxxxxxx@xxxxxx

KEY STRENGTHS

- Customer service experience
- Good communication skills
- Patient
- Responsible and trustworthy
- Hard working
- Organization skills

EMPLOYMENT HISTORY

Month/Year to Month/Year

Rotisserie Kings - Brazil

Position: Barista Assistant

Duties

- Making coffees and teas
- Preparing customer orders
- Taking food orders over the counter or by the phone
- Greeting customers
- Collecting payments

Month/Year to Month/Year

Pure Beans - EUA

Position: Barista

Duties

- Making coffees
- Cleaning and maintaining equipments
- Refilling shelves and cabinets

EDUCATION & TRAINING

Jan/2010

RSA Certificate – Responsible Service of Alcohol. Sydney, Australia

Dec/2009

Barista Course at Sydney Coffee School – Sydney, Australia

March/2009 to Present

General English Course, Intermediate Level – ACE College. Sydney, Australia

Jan/2000 to Dec/2005

Bachelor Degree in Tourism, Catholic University – Brazil

REFEREES

Stacey Collins

Mobile: 0000 000 000 (Homestay)

Caroline Pollard

Mobile: 0000 000 000 (Pure Beans manager)

AVAILABILITY

Monday to Friday: from 3pm

Weekend: full time