

John Doe

john.doe@gmail.com ● Town/City, Suburb, Postcode

VOLUNTEER WORK

Triathlon

Course Marshal

- Volunteered during the 2016, 2017 and 2018 Kids Triathlon as a Course Marshall
 - Interacting with kids and parents, resolving any problems they may have had while ensuring they had a safe and enjoyable experience
 - Completing odd jobs quickly and efficiently
 - Clearing the venue of equipment and rubbish after the event had finished and both participants and parents had left

CERTIFICATIONS

- Online Food Safety Training - Safe Practices And Procedures
- Online Customer Service Training
- Red Cross -Essential First Aid Training

EDUCATION

School

Attended month of year through month of year

- Achieved in NCEA Level 2 and Level 3, Endorsed with Merit at level 1
- Acted as a House Leader during school based activities
- Played defense for school's football team during years 9 through 11

Graduated month year

Town/City, Suburb

SKILLS

- **Communication** : Listens to commands and completes them fast. Strong writing ability, with high marks from numerous creative and formal writing assessments
- **Teamwork** : Works well in groups or by self and can effectively manage time constraints
- **Technical Skills**: Comprehensive understanding of Windows 7 and 10, with basic understanding of most commonly used computer software (Microsoft Office, Photo and Video editing softwares, etc)
- **Quick Learning** : Can quickly pick up new skills and learns fast due to acute listening ability
- **Availability** : Having weekdays off and numerous free weekends, I have many free hours

INTERESTS

- Computer Hardware/Software
- Digital Technology
- Video and Image Editing
- Competitive and Pro League Esports
- Football, Frisbee

SUMMARY

I am a bright individual with a keen ability to learn new skills and put those skills into practice, while working efficiently and effectively while on my own or when working with others.