

Yvonne [Surname]

||Phone No.: XXX XXXX || Mobile No.: 0466 XXX XXX ||

|| Address: House number, Street, Suburb Postcode ||Email: yvonne.surname@xxx.com.au||

Objective: To be chosen for a part time internship position with Spry Roughley so as to broaden my knowledge and experience with practical Accounting at a firm.

Educational history:

2009 – current: University of New South Wales

2003 – 2008: Strathfield Girls High School

1996 – 2002: Homebush Primary School

Educational record:

2009 Commerce (International) WAM (overall): 77.813 with Distinction average
Majors: Accounting along with Business Strategies and Economic Management

2008 Higher School Certificate UAI: 98.10

- Advanced English 92
- Chemistry 91
- Economics 90
- Japanese Beginners 96
- Mathematics (2 unit) 96
- Mathematics Extension 46

Work Experience:

Gloria Jeans Coffees Strathfield *October 2005 - current*

Team Leader – supervising others during shift, ensure timeliness and efficiency

Ensuring effective teamwork

Drinks: barista and cold drinks

Training staff members (new and to increase competency)

Customer service

Cash Register

Cleaning

Secretarial duties for the storeowner

Opening and closing store

Canterbury City Council Electoral Commission *September 2008*

Scrutiny officer

Filing and counting

Kinokuniya Bookstore *April 3-7 2006*

Office duties (e.g. filing; returns)

Pricing stock

Wrapping books

Logistics

Member for Strathfield Electoral Office *December 6-9 2006*

Preparation for data entry

Photocopying

Answering phone calls

General office assistance – mail outwards and collecting material

Awards and achievements:

Academic:

- 2009
 - Commonwealth Scholarship
- 2008
 - All rounder Achievement Premier's Award
 - High Distinction in ACER Japanese Listening and Distinction in Reading
 - First place in Japanese Beginners
 - First place in Economics
 - School Medallion Economics
 - Credit in Science and Economics competition
 - Participation in Titration competition

Extracurricular and charity work:

- 2011
 - Acting Roles in Drama at Holy Temple (ongoing since 2002)
 - Support activities at Holy Temple including singing, mentoring youth group, administration, ceremony conducting etc.(ongoing since 2002)
 - Translation of articles from Chinese to English
- 2010
 - *Mary Mackillop Outreach – helping mentally and physically disadvantaged individuals*
 - Overseas Intensive Training Course
 - Team Leader of children at temple (ongoing since 2002)
- 2008
 - MC Tuition Presentation day
 - 2nd place for local GJC pattern competition
 - Participation in White Ribbon Day
 - Participation in Bush Regeneration Program

Other skills:

Languages:

- Fairly fluent in Mandarin and Cantonese
- Basic understanding of Japanese

Technology:

- Efficient with both MAC and Windows operating systems

Referees:

Firstname Surname
Boss at Gloria Jeans Coffees
Contact: 0410 XXXXXX

Firstname Surname
Manager at Gloria Jeans Coffees
Contact: 0410 XXX XXX

Firstname Surname
Master of Temple
Contact: 0418 XXX XXX