

# Sample resume – casual

## Christopher Cobalt

28 Magnolia Street, Elsternwick VIC 3185  
0400 312 384 christopher.cobalt@email.com.au

### Availability

- Available to work Thursday, Friday and Saturday, any shift.

### Customer Service Experience

#### **June 2011 to current**     **Service Attendant**

*Live Wire Bar and Café, Etihad Stadium*

- Assessed customer needs using active listening in busy environment in order to meet their requirements.
- Kept accurate records of sales, refunds and appropriate financial documents

#### **Aug 2009 to current**     **Social Committee Member**

*Central Swimming Club, Oak Park*

- Recognised and utilised appropriate hygiene rules and adhered to company-specific guidelines and regulations.
- Assist with bar service and table waiting service and organise buffet catering for events

### Hospitality Training

#### **June 2011**     **Responsible Serving of Alcohol Certificate**

*Victoria University, Footscray Nicholson campus*

### Skills and Personal Qualities

#### **Customer service/hospitality skills**

- Food presentation at hot and cold buffets and portioning serves through catering/serving for swimming club social activities
- Good numerical skills cash handling/EFTPOS experience gained through 2 years of hospitality experience
- Highly skilled beverage preparation expertise – both cocktail making and barista capabilities

#### **Communication and teamwork skills**

- Good interpersonal skills and teamwork skills, demonstrated through swimming club activities and university team projects
- As part of a very large service team at Etihad, team work is essential to ensure quick efficient service is a very busy environment
- Ability to deal with people in a friendly and confident manner, proven through customer service experience as well as coaching and arranging swim team training



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## Education

**Mar 2013 to current**    **Bachelor of Business** (Major: Accounting, Minor: Management)  
*Monash University, Caulfield*

**Nov 2011**    **Victorian Certificate of Education**  
*BoxForest Secondary College, Glenroy*

## Interests

- Cooking Thai food
- Competition swimming
- Arranging activities for the Central Swimming Club

## Referees

Mr Tom Heaney  
Club President  
Central Swimming Club  
(03) 9764 5321

Ms Wendy Tomlinson  
Bar Manager  
Live Wire Bar and Café, Etihad Stadium  
0412 345 678

