|  |
| --- |
| Ashton Smith4 Stonehaven Road Traralgon 3844 · Ph: 0401 253 700Email: smith.ashtonj27@gmail.com |
| My name is Ashton Smith and I recently completed High School in November of 2022. Whilst I have been working since I turned 15, I am now looking for full-time employment. For the last four years, I have learned many useful skills at my different jobs: from customer service and dealing with people, to administrative work, such as working with Excel spreadsheets and creating logs. I have been in charge of shift scheduling and people managing, which has helped me to develop my interpersonal skills. I am comfortable on the phone…but also enjoy dealing with people face-to-face. I have also volunteered at many places over the past five+ years, including at school, markets, and local sporting clubs. I am currently a committee member with the Latrobe Theatre Company, and enjoy volunteering, both as a committee member, and backstage at show time. I also volunteer with the CFA and was recently acknowledged and awarded for my volunteer work. Throughout High School, I completed several Work Placements, in a variety of fields to gain as many experiences as possible. I worked at a local Aged Care facility, a local Primary School and a local car dealership (which has led to further employment opportunities for me.) I am looking for full-time employment in a place where I can interact with others. I enjoy helping others, and being to help, and am always keen to learn. I am strong, confident and I get along well with others.  |

# Experience

|  |
| --- |
| 02/2019 – 01/2023Shift supervisOr, kfc taralgonI was a Team Member for two years, training in all aspects of the business: handling money, cooking, serving and customer experience. I was promoted to a Shift Manager when I turned 18.  |
| 11/2022 – PresentBar Tender, Star Bar, TraralgonDuties include, set-up, packing up, cleaning, making and serving drinks, handling money behind the bar.2022 – 2023Sales Cadet, Tararlgon AUTOMOTIVE GROUPI started at Traralgon Automotive Group in 2022, when I did two terms of work placement in Admin. I then worked on a casual basis, as a Receptionist, assisting in Administrative work (such as Excel spreadsheets, purchasing vehicles, registering vehicles with RACV, answering phones, etc.) In March, I trailed in a Sales Cadet role for a brief time, but due to lack of opportunity, moved on.  |

# Education

|  |
| --- |
| Chairo christian school – Traralgon and drouin campuses2020 – 2021 |
| Kurnai College – churchilll uni campus2021 - 2022 |

**QUALIFICATIONS**

* Level 2 First Aid & CPR
* Cert 3 in Allied Heath
* Life Saving certificate
* RSA certificate

**references**

1. Sharon Dodd – Financial Controller, Traralgon Toyota – 0408 725 779
2. Sarah Loraine – Manager, Star Bar – 0455 132 336
3. Kate Dougan – Secretary, Latrobe Theatre Company – 0407 544 939