Olivia Smith

Albert Street, Parkes NSW 2870    Home: 6862 ……

Mobile: 047……………    Email : Olivia.Smith@.......

**Summary:**

I am a Year 10 Parkes High School student. I am a friendly, responsible, reliable, trustworthy, and hardworking person who is willing to learn new skills and face new challenges with dedication and determination. I am able to pick up new skills quickly and efficiently. I am also able to follow instructions, accept advice and complete tasks at a high standard.



**Educational Background:**

2015 – current Parkes High School

2008 – 2014 Parkes Public School

**Subjects 2022:**

Mathematics, English, PDHPE, Science, History, Careers

Sports Science and Food Technology

**Other Information:**

2022 Attainment of Learners Provisional Licence

2022 Attainment of White Card Accreditation

2021 Statement of Attainment in Hospitality (RSA, Barista and Food

Hygiene) TAFE

2020 St Johns First Aid Course

**Employment History:**

2017 - 2022 **Burke & Baker Lawyers - Parkes**

Duties: administrative tasks, customer service, banking, mailing and

cleaning

2019 **McDonalds - Parkes**

Duties – Food and beverage service, customer service, money transactions and cleaning

2015- current **Childcare / Babysitting - Parkes**

Duties: supervision of children inside and outside the home, food preparation

lead children in fun activities and keep children's living and play areas tidy.

**Work Experience:**

2022 **Pink Orchid Florist Parkes** – Parkes High School Skills Training and

Employment Program (STEP)

2020 **Parkes Hospital** – Parkes High School Work Experience Program

2020 **Parkes Veterinary Clinic**– Parkes High School Work Experience Program

2020 **Parkes Public School**– Parkes High School Work Experience Program

**Volunteer Work:**

2022 **Lawn Maintenance**

Duties: Mow lawns, cut edges and general clean up of area

2020 **Parkes High School Graduation Committee**

Duties: Plan and prepare graduation, make decorations, decorate

venue, usher guests

2018 **Parkes High School** **Parkes Show Volunteer**

Duties: assist set up of community stalls

2017 **Parkes and District Relay for Life**

Duties: distribute Relay for life candles and bags to patrons, general

operational duties

**Work Related Skills:**

**Communication:**

* In the past year, I have worked at McDonalds. Communication is important when dealing with customers, listening to instructions and acting upon them in a fast-paced environment. During this time, I have displayed positive and friendly communication with customers
* I am able to work cooperatively with other employees and can communicate effectively and problem solve in certain situations.
* I am a competent computer user, using Microsoft Office, G-Suite and outlook programs.
* I confidently contribute in class discussions.

**Teamwork Skills**

* Working in my current, previous and work experience jobs, I work independently carry out tasks, but work collaboratively with others when needed.
* I have worked collaboratively while volunteering for several Parkes community charities and events
* I have been a member of the Student Representative Council where I have had the confidence to voice my opinion while also working in a team dynamic to organise and run successful events.
* I enjoy team sports (hockey, touch football and soccer for school and town competitions) where I understand team commitment, co-operation and working with others.
* I confidently contribute to group activities in class.

O**rganisational Skills**

* I am an organised person and can effectively schedule between work, school and sporting commitments.
* I am dedicated to producing work of a high standard and hand all school tasks in on time. This is reflected in my academic success gaining the position of Parkes High School DUX and the Principal Academic Excellence award 4 years in a row.
* I have successfully helped plan and organise many school events – being a prefect at Parkes Public School, member of the Parkes High School Student Representative Council, Parkes High School Sporting Vice Captain and member of the Parkes High School Graduation committee I have had to organise myself individually and others, this had included time schedules, job allocation and problem solving.

**Special Achievements and awards:**

2017 – 2022 Parkes High School Student Representative Council

2022 Parkes High School Dux

Newcastle University Vice Chancellors Academic Excellence Scholarship

Parkes High School Biology Award

Parkes High School Sport House Vice Captain

2021 Parkes High School Principal Academic Excellence Award

Year 10 Littlewood Award for Academic Excellence

2020 Parkes High School Achievement Award – Application and effort in Maths,

Science and English

2020 Rural Fire Service Cadet Certificate

**Referee:**

Miss Meaghan Kempson Parkes High School, Mobile – 0430……

Ms Tayla Laing Parkes High School, Mobile – 0434…….