



Caitlin James

DATE OF BIRTH

19 September 1996

ADDRESS

12 Abbotsleigh Drive
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AVAILABILITY

Mon-Fri
4pm to Close

Sat and Sun
Open to Close

School Holidays
Mon-Sun Open to Close

Work Objective

To gain part-time or casual employment in the retail hospitality industry, where I can combine my passion for making people smile with my bright and bubbly personality to assist customers with their purchase decisions, and also to learn about and contribute to the daily running of a retail hospitality business.

Education

Alphabet State High School – Currently Year 10
Report cards will be supplied on request

Volunteer Work

During the school holidays, I use to often work in my parents business assisting in food preparation, cleaning and customer service.

Skills

Teamwork: Being a player on a basketball team, I am well aware of the importance of teamwork and being a team player. I always ensure I contribute my best to every match and support the other team members during each game. I enjoy learning new skills and using them to improve my performance.

Positive Attitude: I always try and maintain a positive attitude and this has been rewarded in my schooling with a Gold Merit Award for effort and behaviour. I am also a very honest and loyal person.

Communication Skills: Having two brothers and a sister, I have had to learn quickly how to communicate effectively to be heard and get my point across. I know and understand the importance of manners and respect, and use these in my everyday interactions with people at school, home and in public. I enjoy talking and interacting with people from different backgrounds and I am not shy to start a conversation. I am able to clearly communicate both verbally and written.

Reliability: I am very reliable and always show up on time, if not early. This has been important especially with basketball and ensuring I am there on time for training and games.

Initiative: I always try and use my initiative where I can. Whilst I follow rules as set out for me, I also understand how important it is to use my own common sense to get things done in a quick manner.

Interests

I love photography and spending time with my friends at local coffee houses. I also enjoy reading books and magazines, playing basketball and swimming, and my favourite drink is a caramelised cappuccino.