

Your Name

Address: XX/X XXXXX Street, Woolloongabba, QLD 4102

DOB: DD/MM/19YY

Mobile: 0400000000

Email: XXXXX@gmail.com

Visa detail: Working Holiday 2nd Year until 12/03/2015

Working holiday experiences

- Company: Riverside Hotel
Location: Brisbane QLD, Australia
Position: Housekeeper
Duration: Nov 2013 –Present
Responsibility: Cleaning guest rooms
- Company: Sunray Strawberry
Location: Melbourne, VIC, Australia
Position: Packer
Duration: July 2013 – Sep 2013
Responsibility: Packing strawberries
- Company: 007 company
Location: Melbourne, VIC, Australia
Position: Packer
Duration: March 2013 – May 2013
Responsibility: Separate strawberries seeds

Working experiences

- Company: Fubon financial holding
Location: Taiwan
Position: Sales assistant
Duration: March 2011 – March 2012
Responsibility: Telephone customer service, product Sales
- Company: Dandy Hotel
Location: Taiwan
Position: Receptionist
Duration: Apr 2010– Oct 2010

Responsibility:

- Greeting guests
- Receiving phone calls
- Taking room bookings

Education Sep 2005 – Jun 2009: department of radio, television and film at SHIH HSIN University

Relevant skills

- Working Attitude:
 - Able to work unsupervised and also good at working as a team member
 - Hard-working and efficient
 - Able to work long hours
 - Attention to details
 - Punctual
- Language Skills:
 - Mandarin (Chinese) - native speaker
 - English- able to communicate and write
- Computer Skills:
 - Proficient with MS office