

Your Name

XX/X XXXX Street, Woolloongabba, QLD 4102

DOB: DD/MM/19YY

+61 4XX 000 000

XXXXXXXXX@gmail.com

Education Sep 2001 – Jun 2005: Bachelor of Applied English at Ming Chuan University in Taiwan

Visa details working holiday 2nd year visa (24/8/2013- 24/8/2014)

Availability Able to start immediately and available for morning shift

Working holiday experiences

- Company: Inghams Enterprises P/L Location: Murarrie, QLD, Australia
Position: Process Worker Duration: Nov 2013- Present
Responsibility:
 - Packing in chicken production line
- Company: Sunray Strawberry Location: Caboolture, QLD, Australia
Position: Packer Duration: Jun 2013 – Sep 2013
Responsibility:
 - Packing strawberries
- Company: Hotel Sophia Location: Melbourne, VIC, Australia
Position: House keeper Duration: Feb 2013 – Feb 2013
Responsibility:
 - Cleaning guest rooms
- Company: Hall – Mark Orchard Location: Young, NEW, Australia
Position: Packer Duration: Nov 2012 – Jan 2013
Responsibility:
 - Packing cherries
- Company: Epicurean Café Location: Orchid Island, Taiwan
Position: Waitress Duration: Mar 2011 – Jun 2011
Responsibility:
 - Taking orders and serving meals
 - Making light meals and beverages
 - Using POS system and cash handling

Working experiences

- Company: Taiwan Post Co., Ltd. Location: Taiwan

Position: Sales assistant

Duration: Jan 2012 – Jun 2012

Responsibility:

- Classifying mails and packages
- Receiving phone calls

- Company: NTNU Extension

Location: Taiwan

Position: Receptionist

Duration: Apr 2010– Oct2010

Responsibility:

- Greeting hotel guests
- Receiving phone calls
- Taking room bookings

- Company: Grand Victoria Hotel

Location: Taiwan

Position: Head waitress

Duration: Oct 2006 – Aug 2009

Responsibility:

- Taking orders and serving meals
 - Using POS system
- Cash handling
- Training orientation
- Shift arranging
- Checking the storage of goods
- Making daily statement of operation

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