

# OLIVIA WILSON

HIGH SCHOOL/JUNIOR



## ABOUT ME

I am a friendly, organized High School Student looking for part-time and holiday work in retail. I have 2 years of customer service experience from working in my family's cafe. I love learning new skills, I can manage multiple tasks, and look forward to becoming part of your team.

## EXPERIENCE

### Casual Assistant - 2021 to 2022

Borcelle Coffee Shop

### Babysitting - 2021 to 2022

Babysitting for families in my local area (children aged 3-9 years).

## SKILLS

- Management of Cash & Credit Payments
- Front of House/Service Experience
- Taking of orders from customers
- Serving of food and drinks
- Answering Phone and taking orders
- Cleaning and maintenance of coffee machine/equipment
- Following procedures and following directions of manager.
- Cafe Cleaning to a High Standard

## TRAINING

### Barista Training Course

Warner & Spencer Basic Barista Course - 2022

## EDUCATION

### 2022 - High School Student

Borcelle High School - Grade 11 (current)

## AWARDS

### Gold with Honours - 2022

Borcelle High School - Grade 11

### Gold Academic Award - 2021

Borcelle High School - Grade 10

## VOLUNTEERING

### Borcelle Soup Kitchen - 2022

Monthly volunteering and shift leader.

### Community Turtle Rescue - 2021

Annual monitoring and record keeping for turtles at the local hatchery (Sep-Dec)

## INTERESTS

I am the captain of the school basketball team, and I play local representative soccer. I am actively involved in our school Drama productions and local Borcelle Theatre Productions as a senior drama student.

### Driver's Licence: Probationary