

John Smith

High School Graduate

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Address: 123 Queen Street, Auckland, New Zealand

EDUCATION

Auckland Grammar School

High School Diploma

2019 – 2023

GPA: 3.2/4.0

Relevant Subjects: Mathematics, English, Science, Computer Studies

WORK EXPERIENCE

Retail Assistant

Countdown Supermarket

2022 – Present

- Assisted customers with inquiries and purchases
- Operated cash register and handled transactions
- Maintained store cleanliness and organization
- Worked in team environment with 5 other staff members

Volunteer Tutor

Auckland Public Library

2021 – 2022

- Helped primary school students with homework
- Taught basic computer skills to elderly patrons
- Organized reading programs for children
- Improved communication and teaching skills

SKILLS

Computer Skills: Microsoft Office (Word, Excel, PowerPoint), Basic HTML/CSS

Languages: English (Native), Mandarin (Conversational)

Soft Skills: Customer service, Teamwork, Time management, Problem solving

INTERESTS

- Computer programming and web development
- Reading science fiction novels
- Playing basketball and football
- Learning new technologies

CERTIFICATIONS

- First Aid Certificate (2022)
- Food Safety Certificate (2022)

- Basic Computer Literacy Certificate (2021)

REFERENCES

Available upon request