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