

# Michael Dao

**Address:** Victoria

**Availability:** Weekends, after school and Holidays.

## Professional Summary

To gain employment with a company that offers me a positive atmosphere to learn new valuable skills and to gain more confidence within the workplace.

## Education

**2011 – Present:** Currently studying Year 10 at St. Bede's College, Mentone.

## Work Experience

**2013 June – August:** Charcoal Chicken, Mentone

Duties included: Serving customers, cleaning dishes and mopping floors.

**2013 August – 2014 February:** Nando's, Mordialloc

Duties included: Cooking, Serving chicken, cleaning dishes, mopping floors and organization of food stock.

**2014 August:** Myer Work Experience, Cheltenham

Duties included: Organise merchandise and stock inventories, hauling boxes, and experience in retail.

**2014 August – Present:** Couriers Please, Keysborough

Duties included: Driving safely on the best routes, operating a van with heavy loads, manage package records, safe loading and unloading of heavy boxes, picking up and delivering directly to customers.

## Personal skills

- Able to speak Vietnamese
- Currently on learner plates
- Excellent problem-solving abilities
- Computer proficient
- Punctual and reliable
- Dedicated hard worker
- Quick Learner