Joseph

Bloggs

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# Personal Summary

I am great with people because I can communicate well and I am very friendly, as well as having good manners. I am very reliable, I always turn up on time, I’m honest and hard working and I enjoy working with people. I have a very positive attitude and I enjoy making a difference and making the most of every opportunity.

I am currently studying towards a BIT and I am enjoying all my papers. I am doing quite well with my grades and I have not missed a class all of this semester without a medical certificate. I really enjoy learning new things and I take pride in myself to do well.

# Skills list

* People skills
* Good communication
* Punctuality
* Honest
* Trustworthy
* Hard working
* Problem solving
* Customer focused
* Time management
* Good eye for detail
* Team player
* Well organized
* Restricted drivers license

# Education

## BIT / 2017- still going

I am studying at Otago Polytech in the BIT and will hopefully graduate in 2019. My subjects are programming, maths, PP1, PC maintenance and systems analysis.

## Summer Heights High / 2010-2015

Did NCEA level 3 in

* Maths
* Computer Science
* English
* Geography
* Economics

## First Aid certificate / 2014

## Star course hospitality / 2015

# Experience

## Highgate dairy

### 2013

For this job I had to sell icecream and help customers pick lollies. I also had to do the cleaning and close up the till at the end of the day.

# Awards and Acknowledgements

## ITE A+ / CICSO

CISCO certification from PC Maintenance

**References**

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