

Caleb Reed Resume

57 Raglan Street Sydney, NSW 2036

Mobile: 0432081732 E: caleb.reed29@gmail.com DOB: 29/06/01

Objective This is my resume for a job application at Anaconda Moore Park as a casual employee.

Experience Football Clinic Coach 2018

I was a coach at a football clinic with St George Football Association during a holiday camp. Here I had to coordinate groups of kids, design drills and facilitate a fun experience that continued to allow players to further develop their football skills.

Library Volunteer 2014 - 2019

I have volunteered in my high school library, moving to different roles as time went on. This involved two 30-40 minute sessions a week (sometimes more when needed), in regularly allotted time slots.

Senior Librarian 2019

This involved me taking much more of a supervisor role in the library, managing the boys, and also interacting with the staff more, becoming responsible for more tasks.

Duke of Edinburgh Award Scheme 2015 - 2019

I have completed all three levels of the Duke of Ed Award Scheme (Bronze, Silver, Gold). This has involved regular commitment to a skill (guitar), sport (football and cricket) and volunteering (library). It also required me to complete two adventurous journeys for each level, reaching four days in length for Gold. These journeys were often in the form of hiking and kayaking.

Education Primary School - Claremont College 2007 - 2013

High School - Sydney Grammar School 2014 - 2019

I am graduating from school this year, and have attended Sydney Grammar School from Year 7 to Year 12. I am planning on entering into a Bachelor of Engineering Degree next year.



Skills

One of my strongest assets re my communication skills. I am very capable with talking to people in a friendly manner, including people I've never met before. This was recently on display when I volunteered for Daffodil Day this year, where I had to go out in the city and ask people for their donations for the Cancer Council. I am also incredibly capable of following instructions, and then also delegating tasks as required. This is displayed with my six years of volunteering in the library at high school. I had to fulfill tasks as required by staff and senior boys, and as I grew older, I also began to delegate tasks and perform other roles (I was the Senior Librarian for 2019). This experience has given me a taste of working experience, and developed my skill of communication, alongside time management and responsibility, which are all essential skills for working at Anaconda. There were also many small skills I had to learn along the way, such as learning how the Dewey Decimal System works, covering a book, and using the computer system to manage borrows/returns. This ability to continually learn is an incredibly useful skill, as it allows me to take on new tasks, learn and grow in these abilities.

I have also garnered a strong affinity for outdoor recreation. My time on adventurous journeys saw me begin as a novice, and develop into a competent hiker and kayaker. I have experience in packing and camping for outdoor journeys, with a lot of equipment, food and even clothes coming from Anaconda. I have also been on an eight day Indigenous Immersion to Arnhem Land and Kakadu National Park, where we camped outdoors, and also built two projects: a veggie garden and an outdoor drop toilet for two Indigenous communities. From these experiences I have greatly appreciated and enjoyed outdoor recreation, and continue to do so, making me a desirable employee for Anaconda.

Another skill that I am very proficient with is teamwork. Both of my main sports, football and cricket, require an incredible amount of teamwork, with everyone's participation crucial to the team's success. Support and encouragement for each other is always crucially important, especially when times are tough, and I have often been looked upon as a leader by my teammates, especially with my captaincy of the 3rd XI cricket team. My calm, hard-working nature, alongside my ability to listen to others and seek their advice when necessary, makes me an adept team player, an advantageous skill to have in the workplace environment.

