**Chloe Danrell**5/208a Lumsden Road,

Akina,

Hastings

020 4905090

cdanrell@gmail.com

**Personal Statement**

I am currently a part time/on-call commercial cleaner at Boulevard Services. I am currently studying Business Administration Level 4 correspondence at EIT via Tanzecampus. I have my Business Administration Level 3 as well. I do not have any Business Administration experience, but I am willing to learn and give it a go. I have graduated from Hastings Girls’ High School in 2017 and looking for part time or full-time work. I have my learner’s driver’s license, but I am currently trying to get my restricted learners license. I would enjoy a practical job where I can work hard and become a valued team member. I am always available to work weekends, evenings and public holidays also weekdays. I am very reliable, honest, and motivated.

**Work Experience**

**Boulevard Services**

**Skills & Attributes**

* Excellent Computer Skills
* Ability to work on my own or within a team.
* Great time Management Skills
* Excellent Communication Skills.
* Knowledge of health and safety in a workplace.
* Can work well under pressure.

**Commercial Cleaner. 2019 (present)**

Responsibilities:

* General cleaning in toiletry areas
* Supermarket cleaning
* House cleaning ½ day
* Customer Service
* Domestic Cleaning
* Commercial Cleaning

**Hastings Girls High School**

**Cleaner 2018 (4 months)**

Responsibilities:

* General cleaning of classrooms and staff areas

**Nature Kids**

**Teacher assistant 2016 (2 days)**

Responsibilities:

* Supervised children
* Activities assistant
* Interacted with children
* Reading stories
* General cleaning

**PMP Ltd, Hastings**

**Deliverer 2016 (2 days)**

Responsibilities:

* Organized and delivered pamphlets and newspapers

**Education & Training**

**Hastings Girls High School**

Year 10 Junior Diploma 2014

Self-defense course 2014

Computing Level 1,2,3 2015-2017

Business Administration & Computing

Business Administration Level 3 2017

NCEA Level 1 and 2 2016

NCEA Level 3 2017

**EIT**  2016

Food Safety course unit standard 167

Business Administration Level 3 2018 - 2019

Business Administration Level 4 Present

**Referees**

Renee Beattie

Night Supervisor

Boulevard Services

021 843 522

Jono Rowland

Contracts Manager

Boulevard Services

021 843 525

Mr Phil Carmine

Deputy Principal

Hastings Girls High School

06 873 1133

Natasha Danrell

Mother

Homemaker

0221041070