

# MATTHEW SPENCER

## ABOUT ME

I am a reliable and hardworking employee with a solid work ethic. I enjoy working as part of a team and am eager to learn new skills which may benefit me in my future.

I hold a current p-plate license and have my own vehicle. I also hold a current working with children check, my RSA and my white card.

I have experience tutoring primary school children in various subjects, and I also help out at my martial arts school with children's classes.

## SKILLS

Hard-working  
Determined  
Trustworthy  
Reliable

## CONTACT

0402 315 048  
[mattys2003@gmail.com](mailto:mattys2003@gmail.com)

## EDUCATION

### Heathcote High School

2015-2020

- Selected for all selective classes in junior years
- Voted as house captain 2020
- Completed HSC
- Awarded the school medal of excellence at my graduation ceremony

### Australian Catholic University (Strathfield)

June 2021 – Present

- I joined as a mid-year intake studying a Bachelor of Secondary Education with hopes to be a High School teacher

## WORK EXPERIENCE

### Shane's Gourmet cuts – Sales Assistant

March 2018 – July 2018

As a meat salesman, while also handling meat preparation, I was responsible for EFTPOS and cash transactions, cleaning and shutdown processes, as well as assisting and customer service.

### Heathcote Hotel – Kitchen hand

June 2018 – December 2018

As a kitchen hand, I was responsible for the cleaning/sanitization of all equipment and work surface, while adhering to WHS standards in a fast paced environment. I was also solely responsible for the pack up and lock up processes of the kitchen. On occasions I would assist with the food preparation stages.

### Modern Image Kitchens – Apprentice Carpenter

November 2020 – May 2021

Specializing in kitchen and bathroom renovations/construction, I often liaised with clients, manufacturers, suppliers and other tradespeople. I was frequently left to complete tasks on my own and was responsible for picking up/delivering materials.

### ALDI – Team Member

June 2021 – December 2021

As a team member I am responsible for handling EFTPOS and cash transactions, cleaning and sanitizing duties and the responsible sale of alcohol, all while maintaining safe work practices and adhering to Covid guidelines in a fast paced environment. I handle all types of product and produce, while communicating with and assisting with customers and customer service needs promptly and politely.

### Kinetic Martial Arts – Junior Instructor

October 2021 – Present

As a junior instructor I am responsible for the welfare of the children in an energetic environment while also trusted with controlling and teaching the children's safely as well as managing and treating any injuries or illnesses occurring. I am also responsible for communicating and conversing with any parents questions or enquiries.