Emma Searle

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Oamaru

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# PERSONAL STATEMENT

I studied and worked for Hospitality at the Timaru Polytechnic. Responsibilities include prepare and serve hot or cold beverages such as espressos, blended coffees and tea. Clean and sanitize work areas and utensils. Explain product details, such as coffee blends and espressos to customers. Receive and process customer payments.

I have been an assistant at Vetlife. My responsibilities cleaning sterilizing equipment and cages, walls, clothing, feeding and bathing animals, nursing and caring for animals.

I have been a property assistant for the family owned business. We renovate and repair property to sell or rent. Repairs and renovations include are, cleaning, gardening, planting and weeding landscaping, mowing lawns, wall papering and stripping preparation, tiling, carpet removal. These all require physical fitness.

# PERSONAL ATTRIBUTES

* High level of presentation
* Physically fit
* Willing to work a flexible schedule
* Motivated and dedicated
* Reliable and honest
* Relate and communicate well to others
* Like to do a good quality job
* Adaptive and willing to learn new skills

# RELEVANT SKILLS AND WORK EXPERIANCE

2004 – 2017 Mainland properties

Property Assistant

* Family owned business.
* Gardening
* Tiling
* Carpet removal
* Wall paper stripping and preparations
* Cleaning

2016 Polytechnic/Hospitality

Assistant/Volunteer

* Prepare and serve hot or cold beverages – espresso, blended coffees and tea
* Receive and process customer payments
* Clean and sanitize work areas and utensils
* Serve and describe product details to customers – coffee blends and espressos.

2016 Vetlife

Assistant/Volunteer

* Cleaning sterilizing equipment, cages, clothing and walls
* Feeding and bathing animals,
* Monitoring and caring for animals.

# EDUCATION AND TRAINING

2016 Timaru Polytechnic

* NCEA Certificate in hospitality level 3

2016 Vetlife

* NCEA Certificate in Animal Care level 3

2012 – 2016 Waitaki Girls’ Highschool

* NCEA3

# RECREATIONAL AND HOBBY INTERESTS

* Hunting and fishing
* Surfing the net
* Reading novels
* Looking after animals
* Gardening
* Art
* Baking and cooking

# REFEREES

Sally Annear

Vet Nurse/Customer Service

021 180 5028

Janice McPherson

Retired Teacher

03 437 0740