Sarah Dennis

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**KEY SKILLS**

* Hard working and committed to completing given tasks and following procedures.
* Great communication skills.
* Very punctual and capable with time management.
* Works well in a team.
* Keeps environment clean while working.

**PERSONAL STRENGTHS**

* Eager to learn and ask questions to do the job right.
* Able to solve various problems in logical ways.
* Enthusiastic and motivated.
* Decisive and strong in organisation.
* Keen to get results.

**EDUCATION**

**2012 - Present**

Avila College Secondary College, Year 12

**WORK EXPERIENCE**

**10th - 13th March 2015**

**Lions club of Mt Waverley Op Shop**

Voluntarily worked in a team to complete given tasks. Tasks I dealt with were as following: Sorting through donations, cleaning the shelves, following instructions, going to the bank to deposit money, cleaning up after customers, communicating with customers and assisting other members in their duties.

**29th October - 3rd July**

**Coles IT Work Experience**

Signed up for this program that went on for a week where I learnt about the business side of Coles and how their systems work. The main focus was to solve business problems within a small group.

**EXTRA-CURRICULAR ACTIVITIES**

**2014, 2015 NCSS challenge**

Participated in NCSS challenge and completed 5 Weeks of challenging programming tasks which required a high level of problem solving thinking skills to be able to complete.

**2015 Young Vinnies**

Often attend the school Young Vinnies group where we plan and discuss ways to fundraise for numerous causes. On one occasion I attended a Mental Health day in which I represented my school as a Young Vinnie.

**2012, 2014 Syndal South Primary School NAIDOC day**

Attended this event twice where I went to Syndal South Primary School to help them out with celebrating NAIDOC week. There I had the responsibility to run several activities, set the activities up, look after the children and communicate with them.

**2012 - 2015 Reconciliation Group**

Regularly attend and committed to the school Reconciliation group held every week where I discuss ideas among other students and teachers on how to fundraise money for school trips and other various events.

**2015 App Group**

Attend and take part in the school App group where I work with a group of people to create applications for the iPhone. Requires good teamwork, both logical and problem solving thinking.