**\*Name\* Surname\***

\*Address\*

\*Telephone number\*

\*E-mail\*

*Reliable, highly motivated and hard worker, I am a 24 years old English man looking for a position as a kitchen hand. My previous experiences and personal qualities give me the perfect abilities to fit the job requirements. I am available from Monday to Friday for a casual or full time position.*

**Professional Experience**

Aug 2017- Nov. 2017 **Barista** *(The Coffee House – Sydney, Australia)*

* Welcoming customers;
* Taking orders;
* Preparing coffee;
* Tidying and cleaning.

Jan. 2014 – Aug. 2017 **Assistant Manager** (*The London Pub – London, England)*

The London Pub is a large hospitality establishment in London. In my role as Assistant Manager I was responsible for:

* Welcoming customers;
* Taking orders;
* Preparing entries, desserts and coffees;
* Service of drinks and meals;
* Stock and inventory control on a weekly basis;

In my role as assistant manager I demonstrated:

* Proven reliability and responsible approach to work;
* Working with considerable independence in decision-making, time management and workload.

**Education and Training**

Completed in 2017: Bachelor’s degree in (…) - London School of Economics (London)

Completed in 2013: High School Degree – Regent High School (London)

**Skills**

* Exceptional standard with regard to customer service;
* Highly motivated and goal oriented;
* Ability to work in a group as well as by myself;
* Excellent time management and organizational skills;
* Ability to learn quickly;
* Great at multitasking and very flexible when it comes to what work demands;
* Enthusiastic to learn from others;
* Proactive and able to think outside the box;
* Attention to details.

**Languages and Licenses**

*Languages*

* English (native);
* Spanish (intermediate);
* French (limited working proficiency).

*Licenses*

* RSA certificate;
* International Drivers License.

**Referees**

John Matt;

James Cook.

Contact details available on request.