Jordan Taylor

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CAREER OBJECTIVE

Reliable and enthusiastic school leaver seeking a first role in retail or customer service. Quick to learn, comfortable working in a team, and dependable with rostered hours including weekends. Keen to build practical skills and contribute from day one.

KEY SKILLS

- Friendly customer service
- Teamwork and communication
- Reliable and punctual
- Cash handling (basic)
- Able to follow instructions
- Available weekends and after school
- Quick to learn new tasks
- Tidy and organised

EDUCATION

Higher School Certificate (Year 12) 2024

Secondary school example, Blacktown, NSW

Completed. Subjects included English, Business Studies and Information Technology.

WORK EXPERIENCE

Volunteer Assistant Jan 2024 – Present

Local Community Op Shop, Blacktown, NSW

- Greeted and helped customers find items, providing friendly service
- Sorted and arranged stock so the shop floor stayed tidy and easy to shop
- Helped at the counter during busy periods, including handling cash with supervision

Work Experience (School Placement) Jul 2023 – Jul 2023

XXXX Retail Store, Blacktown, NSW

- Shadowed staff over a one-week placement and helped restock shelves
- Learned how a point-of-sale system works and how to greet customers

LICENCES & CERTIFICATIONS

- First Aid certificate (HLTAID011)
- Driver's licence (Learner / L plates)

REFEREES

Referees available on request.