

# Jordan Taylor

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## CAREER OBJECTIVE

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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

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- 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

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**Higher School Certificate (Year 12)** 2024  
*Blacktown Senior High School, NSW*  
Completed. Subjects included English, Business Studies and Information Technology.

## WORK EXPERIENCE

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**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

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

## REFEREES

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Referees available on request.