

# Brooke Jackson

123 Main Road

HAWERA, 4610

Phone: 06 278 1234

Mobile: 0274 123 456

Email: brooke.jackson@yahoo.co.nz

## Personal Strengths

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- Dependability: honest, reliable and punctual
- Attitude: cheerful, enthusiastic and friendly nature
- Motivation: high level of initiative and motivation
- Presentation: high standard of personal presentation
- Team Membership: I work well independently and as part of a team

## Skills and Experience

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### Customer Service

- ∟ Work experience at a local Vet Clinic and a part time job at a local Fast Food Business.

### Organisation

- ∟ Helped to coordinate activities for the school council
- ∟ Helped plan and run a fundraiser for squash teams

### Computing

- ∟ Experience with Microsoft Office Word, Excel, PowerPoint and Publisher
- ∟ Maintained a database of squash members and staff rosters

### Leadership

- ∟ Supported new students through a Peer Support Programme
- ∟ Gave speeches of welcome and thanks at sporting functions

### Research and Calculating

- ∟ Collected and analysed statistical data for a math project and presented findings at a class seminar

## Education and Training

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Hawera High School	2007 – 2011
NCEA Level 3:	English (23 credits), Math (21), Biology (20), Chemistry (20), Computer Studies (21)
NCEA Level 2:	English, Math, Biology, Chemistry, Computer Science
NCEA Level 1:	English, Math, Science, Computer Studies, Food Technology

## Employment History

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HHS Gateway Placement, Hawera Vet Clinic	March 2011 - 1 day per week
Counter Assistant, McDonalds, Hawera	May 2009 – Current
Paper Deliverer, South Taranaki Star	2009 – 2010

## Achievements

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School Council member	2012
Regional under 16 squash representative	2010
Piano grade 6 practical and theory	2011

## Interests

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Sport, Music, Technology

## Referees

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Bob Brown, Manager, Browns Construction  
Phone 06 278 1234 Cell 027 123 4567  
Email [bob@brownconstruction.co.nz](mailto:bob@brownconstruction.co.nz)  
My Squash Coach

Jay Waikato, Assistant Store Manager, McDonalds Hawera  
Phone 06 278 5678 Cell 027 765 4321  
Email [storemanager@mcdonalds.co.nz](mailto:storemanager@mcdonalds.co.nz)  
My Manager