SAM JONES

123 Sunshine Drive, Parkdale, Victoria 3333

Phone: 0433 333 333 Email: SamJones@gmail.com

Australian Citizen

# PERSONAL SUMMARY

I am a highly motivated and driven penultimate year student who is currently studying a Bachelor of Business, majoring in Accounting. I am keen to gain work experience at a professional services firm specifically in Audit, where I can learn how clients operate and how financial statements are put together. In the long-term I hope to work for a large professional services firm and eventually undertake the CA qualification.

# Education

**2019 – Present** **RMIT University, Melbourne, Australia**

Bachelor of Business, major in Accounting, GPA Average: 3.1

Anticipated graduation date: end of 2018

Relevant subjects undertaken: Audit, Financial Accounting, Management Accounting

**2013 – 2018** **Yarradale Secondary College, Yarradale, Australia**

Equivalent National Tertiary Entrance Rank (ENTER): 75.00

# WORK HISTORY

2019 – Present Buy n’ Large Store, Yarradale, Australia

Customer Service Team Member, casual staff member working approx. 1 day per week

Key responsibilities:

* Delivering positive customer experience to shoppers through answering questions, offering product direction and processing transitions on the registers
* Ensuring shelves are well stocked and presented appropriately
* Guiding junior team members during their shifts
* Ensuring proper handover when rolling off shifts

Key achievements:

* Suggested a new approach to dealing with customer queries including creating a new excel log which is now used by all staff across the store
* Awarded Team Member for the Month in January this year for delivering outstanding customer experience

March – July 2018 Private Tutor, Yarradale Australia

Privately tutored two Year 9 high school students in maths and English, meeting with them weekly

Key responsibilities:

* Research and study relevant books and materials ensuring content was in line with their coursework and curriculum
* Prepare and facilitate lesson plans on subject matter including a creating a weekly ‘challenge’ question
* Guiding and explaining content to students
* Reviewing questions, homework and assignments

Key achievement:

* One of the student’s homework moved from a C average grade to a B

# extra-curricular activities

2019 – Present RMIT Accounting Student Association

Active member

* Participation in monthly committee meetings where I take minutes, brainstorm ideas and help where possible
* Company Usher in the last 2 years’ Networking Evenings where I greeted and assisted external companies visiting the campus, setting up their booths and providing them continual refreshments

2021 – Present Future Edge program, RMIT University

Formal program where students complete certain hours in experience, development and employability to obtain recognition by the Vice-Chancellor

* Mentee of the Career Mentoring Program (currently mentored by Telstra manager)
* Student volunteer as part of RMIT’s LEAD accredited program
* Participation in 4 employability workshops during semester

March 2018 Red Cross Door Knock Appeal

Volunteer

* Volunteered two weekends to ‘door knock’ at several suburbs
* Met and discussed the appeal with many people, encouraging donations and increasing awareness of social issues and what the Red Cross are doing
* Raised over $800 towards the appeal

# AWARDS

2018 Best Player, Parkdale Tigers Basketball Club (awarded at annual State Dinner)

2017 History subject Award, Parkdale Secondary College

# Additional skills

IT Competent user in Microsoft Office (Excel, Word and Powerpoint) and Outlook

Language Moderate speaker and writer in Italian

# Personal interests

Basketball Member and player at Parkdale Tigers Basketball club – monthly matches and competitions

Cooking Experimenting with new pastry recipes and cooking Mexican cuisine for friends and family and hosting virtual “Masterchef” cooking competitions with friends

Gardening Avid gardener and indoor grower of various plants

# Referees

Alice Peppertown, Store Manager David Smith, Lead Coach

Buy n’ Large, Yarradale Parkdale Tigers Basketball Club

9333 3333, APeppertown@BLarge.com.au 9555 5555, DSmith@BTigers.com.au