

## Any Name

Any House, Any Town, Any County, POXX XXX  
Telephone: 00000 000 000 Mobile: 07000 000 000  
anyname@email.co.uk

A confident, customer focused individual with three year's customer service experience. Reliable and a team player. Looking for a new opportunity within catering to continue to develop skills gained at college.

### Key Skills

- **Communication:** experience communicating successfully with the public and team members.
- **Numeracy:** previous cash handling and till operation required accuracy in this area.
- **Timekeeping:** 100% attendance and punctuality record.
- **Customer Service:** successful track record dealing with queries or complaints.
- **Food Hygiene:** level 2 qualified with practical experience in ensuring strict food hygiene standards.

### Employment History

Mar 2019 to July 2020 - Work Experience Placement Anywhere Bakery  
**Junior Chef/Waitress**

Working in a busy high street bakery duties and responsibilities included;

- baking cakes and pastries from scratch
- cooking main meals such as stews, soups and pies
- working at the till
- serving food and drink

July 2017 to Aug 2018 The Anytown Inn  
**Cleaner/Waitress**

Working at a small hotel, duties and responsibilities included;

- housekeeping, cleaning all 7 rooms when necessary
- waitressing, helping out at functions when needed
- interacting with the customers

### Work Experience

October 2019 - School Work Experience The Anytown Hotel  
**Kitchen Assistant**

Providing support to a busy kitchen as well as being able to shadow a highly skilled chef, duties included;

- preparing meals and checking recipes
- serving up and presenting food
- cleaning the kitchen
- learning health & safety and food hygiene procedures
- collecting crockery from customers and asking for feedback about their food
- working with the chef to calculate the amount of stock needed

### Education History

<b>Anytown College</b>	<b>Anywhere</b>	<b>2020</b>
Maths	Key Skills	L2 Pass
Catering and Hospitality	NVQ 2	Merit
Health and Safety	Level 2	Pass
Food Safety	Level 2	Pass
<b>Anytown School</b>	<b>Anywhere</b>	<b>2018</b>
English	GCSE	4
Science	GCSE	4/3
Maths	GCSE	3
ICT	GCSE	4
Geography	GCSE	4
Art	GCSE	4
Spanish	GCSE	2

### Hobbies & Interests

A keen baker for family and friends' birthdays and parties, regular contributor to McMillian Coffee Mornings. Enjoy reading a variety of books, especially anything with a focus on cooking and baking.

**References are available on request.**

