

Nombre y Apellido

Personal Information

Email: tumail@gmail.com

Address: [Tu dirección en Australia]

Mobile: [Tu número australiano]

Profile

I am an international student currently living in Australia with a valid **Student Visa**, which allows me to work part-time during study periods and full-time during holidays. I am a motivated, responsible, and adaptable person who enjoys learning and working in dynamic environments. I have experience in hospitality, customer service and administrative support, and I work well both independently and as part of a team. I am eager to continue developing my skills while contributing positively to my workplace.

Education

Chef Diploma: International Culinary Institute, 2 years

Work Experience

Feb 2022 – Jul 2022

Harbour View Events – Melbourne, Australia

Assisted in various roles during events, including waitstaff, bar support and basic food handling. Provided customer service and ensured clean and organised work areas.

Reference: Alicia Brown — 0412 567 890

Aug 2021 – Jan 2022

Grand Pacific Hotel – Melbourne, Australia. Reception & Administrative Assistant

Managed guest check-ins and check-outs. Handled bookings, emails and daily administrative tasks. Assisted with customer inquiries and provided service support.

Reference: Daniel Cooper — 022 998 7456

Mar 2020 – Jul 2021

Centro Cultural Belgrano – Buenos Aires, Argentina, Customer Service & Ticketing Assistant

Attended customer calls for event ticket sales. Processed payments and provided information about shows and activities.



Reference: Sofía Herrera — +54 11 4587 3321

Languages

- **Spanish:** Native
- **English:** Intermediate / Upper-Intermediate
- **Portuguese:** Basic

Skills

Customer service & hospitality, table service & bar support, administrative & booking management, strong computer skills (Word, Excel, Outlook, Internet), fast learner & adaptable, excellent communication and teamwork.