**Resume of Paul Taylor**

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Killara Mob: 0407 245 368

2071 Email: ptay@hotmail.com

**Career Objectives**

My goal is to become a Fitness Instructor at a major gym.

**Key Achievements**

* Captained my school’s U 15 soccer team that won the grand final in 2008.
* Was a member of the school’s Year 10 formal committee in 2009.
* Obtained a distinction in the Australian Mathematics Competition in 2006, 2007 and 2008.
* Donated blood to the Red Cross in 2009

**Key Competencies**

* Have strong oral communication skills developed as a result of my part-time job at Pizza Hut Call Centre.
* Am a good problem solver and manage to deal effectively with customer complaints.
* Am a strong team player and have played soccer for my school and Lindfield Soccer Club for 5 years.
* Am enterprising and have saved money from my part-time job to pay for a surfboard.
* I have good written communication skills and am taking English at school at an advanced level.
* I am an independent worker and rarely have to consult my manager while at work.
* I have good technology skills and am proficient in Photoshop and Microsoft Word, Excel and Access. I can also design powerpoint presentations.
* I have good oral communication skills as I am a member of my school’s debating team.
* I am fluent in Mandarin.

**General Interests**

* Surfing
* Soccer
* Going out with friends

**Education**

**HSC Preliminary Course** To be completed in 2010

Killara High School

SUBECTS

* English (Advanced)
* Mathematics
* Society & Culture
* Design & Technology
* Hospitality
* German

**School Certificate** 2009

Killara High School

SUBJECTS

* English (give marks if good)
* Mathematics (give marks of good)
* Science (give marks if good)
* Etc….etc…

**Employment**

**Part-time Job**

Pizza Hut Call Centre December 2008 – Present

RESPONSIBILITIES

* Process phone orders
* Operate a computer
* Handle customer complaints
* Place orders with kitchen

**Work Experience**

North Shore Times November 2009

RESPONSIBILITIES

* Sat in on editorial meetings
* Searched the web for information
* Went out with a photographer on a photo shoot
* Accompanied a journalist to the site of an accident

**Community Service**

Cromehurst Special School December 2009

RESPONSIBILITIES

* Helped students in the swimming pool
* Assisted teachers in the classroom and playground

**References**

* Ms Jenny Jones – Teacher, Killara High School. Tel 9498-3722