**First Name Last Name**

123 Your Address

City, State, Postcode

Phone Number: 000

[your@email.com](mailto:your@email.com)

***Career Objective***

This is where you describe your job role and number of years’ experience you’ve had. Also highlight some of the key skills and duties you’ve performed. Also add what role you are looking for in future employment.

***Example:*** *Administrative Assistant with 6+ years of experience flawless preparation of presentations, preparing facility reports and maintaining the utmost confidentiality. Possesses a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager.*

# Education

## ABC UNIVERSITY, Perth, WA

*Bachelor of Commerce, May 2008*

* Bachelor of Human Resource Management

**ST STEPHENS SENIOR HIGH SCHOOL, Perth, WA**

*Completed Year 12, December 2004*

* ATAR of 94.5%

# SKlls and experience

* Expert in Microsoft Office (Word, Outlook, Excel, PowerPoint), with a focus on Excel
* Excellent communication skills (verbal & written)
* Computer literate
* Identifying, interviewing & screening candidates
* High attention to detail and quality processes
* Candidate / Client Management
* Work autonomously / Team environment - Ability to work in small / large teams.

# Professional Experience

## Wood recruitment, Perth

## Recruitment Consultant - September 2011 – Present

* Building and managing client and candidate relationships

## Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company policy

## Organizational Skills - Prioritize daily work load with little / no management

## Maintain utmost discretion when dealing with sensitive topics

## Writing adverts, data base search, screening applicants, interviewing,

## Reference checking, forwarding candidates, notifying successful candidates

## Organizing medicals, debriefing unsuccessful candidates

## Organizing letters of offers and negotiating salaries.

## White Collar Recruitment for staff within the Perth Office and Site based roles

## POOL AND SPA MART, Midland

## Secretary, June 2008 – August 2011

* Typed documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
* Opened, sorted, and distributed incoming messages and correspondence
* Purchased and maintained office supply inventories, and being careful to adhere to budgeting practices
* Greeted visitors and determined to whom and when they could speak with specific individuals

## Recorded, transcribed and distributed minutes of meetings

# References

*State available upon request OR list names, titles and companies*

OTHER TITLES MAY INCLUDE**: TRAINING / QUALIFICATIONS / SOFTWARE / ACHIEVEMENTS**