# Jordan Ellery

**Student seeking Customer Service Trainee opportunities**

Geelong VIC | 0491 570 006 | jordan.ellery@example.com

## PROFILE

Year 12 student with part-time experience in retail and community volunteering. Supports customers during stock shortages and provides guidance to new team members. Seeking to bring a helpful approach and foundational business knowledge to a Customer Service Trainee role within the banking industry.

## KEY SKILLS

Customer service | Cash handling | EFTPOS | Microsoft Word | Microsoft Excel | Microsoft PowerPoint | Canva

## EDUCATION

**Victorian Certificate of Education (VCE)** Expected Nov 2026

*Brookvale Secondary College*

- Subjects: Business Management, General Maths, English, Legal Studies, Food Studies

## EXPERIENCE

**Store Assistant** Feb 2025 to Present

*Corner Grocer Fresh Market, Belmont*

Part-time role of about 12 hours per week

- Support customers by suggesting alternatives or providing arrival dates when items are out of stock
- Guide two new starters on the use of the register as requested by the manager
- Serve customers on the register and handle cash and EFTPOS transactions
- Restock shelves and the fruit and vegetable section to maintain store presentation
- Check use by dates and assist with deliveries on Saturday mornings
- Collaborate with the supervisor to close the store

**Canteen Volunteer** 2023 to Present

*Belmont Junior Football Club*

Volunteer on game days during winter seasons

- Prepare food, handle payments and perform cleaning duties

**Work Experience Student**

*Geelong Library*

One week placement during Year 10

- Assisted with shelving books and the setup of a kids reading session

## CERTIFICATIONS AND LICENCES

- Provide First Aid (HLTAID011), 2025
- Learner permit

## AWARDS

- Employee of the Month, March 2026 (Corner Grocer Fresh Market)

## REFEREES

- Available on request