

Maya Anderson

Mobile: 0491 ### ##

Email: maya.anderson@email.com

Postal address: PO Box 32, Broome, WA 6725

Career objective

A challenging and rewarding career in local government where I can contribute to my community through environmental and conservation work.

Employment history

Dec 2016–present

Coles, Broome

Part-time customer service officer/checkout

- customer service skills
- payment processing, cash handling and balancing

Oct 2014–present

Wildlife Rescue

Volunteer carer

- Caring for sick and injured animals
- Maintaining volunteer database and webpage

Jul 2013–Oct 2014

Community Restoration

Volunteer

- cleaning local bush and parkland
- planting trees and bushes

Education

2017

Certificate II in Business

Kimberley Training Institute

2016–2017

Broome Senior High School, WA

WACE certificate

Short courses

St John Ambulance

Provide First Aid (HLTAID003)

Licences

'C' class drivers' licence

Relevant skills

- customer service
- payment handling
- basic spreadsheet skills
- word processing
- basic HTML/web page updating
- group and communication skills.

Special achievements

Long-term volunteer recognition award, Wildlife Rescue, 2017 and 2018.

Employee of the month award, Coles, March 2016 and April 2018.

Hobbies and interests

- Wildlife rescue and animal care
- Native plant care and natural gardening
- Netball – Broome Cougars Netball Club

Referees

Jim Johnson

Manager, Coles Broome

Phone 08 5550 #####

Merri Pigram

VET Coordinator, Broome Senior High School

Mobile 0491 ### ###

Gill Stephens

Volunteer Coordinator, Wildlife Rescue

Phone 08 5550 ###