

I would really like to come and work for you because your office is near to my house and I need the money.

Here is my cv:

**PIZZA HUT**

Waitress

Kmart

Responsible for selected marketing and administrative tasks including:

- Working with the Marketing Manager to design a new product
- Arranging meetings and took notes
- Helping to arrange internal and external events
- Updating the database
- Loading information onto the website and checking for mistakes
- Sending out information packs to clients

**Commonwealth Bank**

- Sorting records
- Updating the database and inputting new information
- Photocopying
- Preparing invoices and expenses
- Ordering office supplies such as stationery

Nova Radio

Responsible for various marketing tasks including organising events for clients, producing brochures, managing the website content and designing adverts. Helped to install a new computer system; surveyed clients for their feedback on our services and suggested to management ways we could improve; reduced our average response times by 10%. developed a new brochure design; updated old brochures to reflect the new style; wrote text for annual report; arranged a successful trip for clients to the Sydney Zoo and arranged for an article to be written about the company in The Sydney Morning Herald. Improved the filing system; helped to recruit new staff and took on responsibility for arranging the staff Christmas party.

NEWCASTLE UNI

Business Studs

Sydney Girls High School

- Distinguished average, completed year 12 in 2007

INTERESTS

- Chatting on the phone, Socialising and Hanging out.

**Kellie Smith**

Email: needajob@yahoo.com