

# *Johnny Achiever*

## *Personal Information*

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*Address:* 1 Hilltop road  
Achieverville Q 4007

*Telephone:* 07 1111 11111 (Home)  
0411 1111111 (Mobile)

*Driver's Licence:* Open C Class

*Email:* highachiever@aol.com

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## ***Education***

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1998                      **Achieverville High**  
Senior Certificate

## ***Other Qualifications***

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2003                      **Bachelor of Extreme Achievement**  
University of Achieverville  
Achieverville QLD 4007

## ***Training & Development***

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2002                      **Certificate XXI in Workplace Training**  
Achieverville TAFE

## ***Voluntary Work***

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2001 - Present                      **Little Achievers**  
Accredited Coach

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## ***Career Details***

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*May 2004 – 31.3.2005*

***Special Achievement Coordinator  
Achievement Centred***

5 top Street, Achieverville Qld 4007

***Duties***

- Co-ordinating sales of high achievement programs
- Applying for Grants – Promotions & Fundraising
- Preparation of special events
- Facilitating special events

***Achievements***

- Filling Special Achiever bootcamp for 4 months running

*August 2003 –  
December 2003*

***Para-Specialist  
Achieverville Legal Specialist Centre***

13 Hariot Street, Achieverville

***Duties***

- Data entry
- Letters to clients
- Switchboard operation
- Filing and document retrieval
- General clerical duties
- Mail and banking
- Telephone attendance on clients, real estate agents, solicitors and other organisations in relation to conveyancing matters

***Achievements***

- Researched, selected and implemented new file management and database system program. Improved client file management efficiency by approximately 25%
- Implemented a new procedure that cut previous time taken by 50%

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## *Demonstrated Skills*

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### *Communication*

- Effective communicator at all levels.
- Demonstrated oral and written communication skills.
- Highly developed interpersonal skills.

### *Administration Skills*

- High level organisational, planning and time management abilities.
- Demonstrated leadership capabilities.  
Competent user of the following computer applications.
  - MS Office
  - Maximizer
  - MYOB
- Ability to build and maintain a strong rapport with clients.
- Highly developed research and desktop publishing skills.

### *Personal Attributes*

- Positive attitude to tasks and demonstrates initiative.
- Motivated by a busy work environment.
- Prefer a leadership role in teams
- Enjoy challenges and provides solutions to problems.

*Licences/Accreditations* Working with children blue card.

## *Referees*

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*Name:* Mr A. Chiever  
*Position:* General Manager  
*Organisation:* Achieverville Life Centre  
P O Box 007  
Achieverville QLD 40107  
*Phone:* 07 1111 22222

*Name:* Mr T. Dog  
*Position:* Business Manager  
*Company:* Dog & Dog  
*Address:* PO Box 1  
Achieverville Q 4007  
*Phone:* 07 1111 33333 (Business)