



# Jack Kruger

## Jack graduated from College in 2020

In year 11 & 12 Jack studied

- Earth science
- English
- Photography
- Sport
- Hospitality
- Drama
- Religion



Assistant Basketball coach

## Vocational Certifications

- Year 12 Certificate
- Cert II in workplace foundations
- CPR
- First Aid
- Responsible Service of Alcohol
- Certificate III in fitness (current)



## Work experience in retail



- Stocked shelves with new items
- Used the cash register, scanned items, entered postcodes into the computer and interacted well with customers
- Rearranged and tidied items on shelves
- Broke down and stacked boxes with colleagues

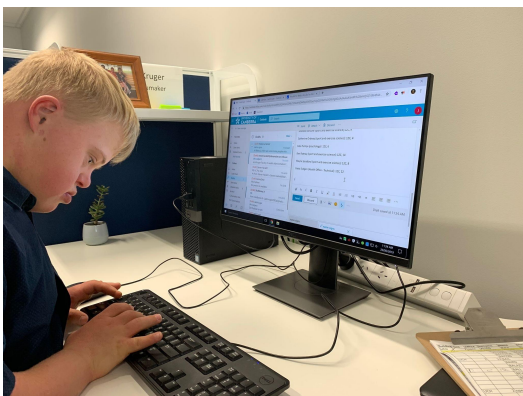
## Soccer Referee

- ❑ Set up games for 4-5 year old's
- ❑ Co-facilitated the games
- ❑ Refereed games for 6-7 year old's
- ❑ Dismantled & packed up equipment
- ❑ Supported work peers in encouraging the young soccer players



## Australian School Based Apprenticeship

Worked at the University of Canberra in the health faculty



- ❑ Room setup
- ❑ Compiled documents
- ❑ Refilled the printer
- ❑ Timed sections of exams and instructed students
- ❑ Delivered documents for signatures
- ❑ Entered light data

## After School Care Educator

- ❑ Set up games
- ❑ Prepared food for afternoon tea
- ❑ Dispensed sunscreen to each student
- ❑ Encouraged students to wear a hat and follow rules
- ❑ Supervised students in games
- ❑ Encouraged students to play together



## Government House Household officer

- ❑ Introduced the Governor General
- ❑ Event set up
- ❑ Served guests tea and coffee
- ❑ Set tables for guests
- ❑ Moved tables and chairs
- ❑ Welcomed officials
- ❑ Flag set up



## Tasks that Jack can perform

- Concierge
- Providing straightforward directions
- Providing simple information to guests
- Organising materials by alphabet, number or date with other staff
- Delivering mail
- Making labels with other staff
- Supporting staff in collating documents and mailing materials
- Compiling flyers with other staff
- Registration set up