

Taylor Example

Example City | taylor.change@example.com | [Add your phone number]

FICTIONAL TEACHING SAMPLE | Replace every example fact before use

Profile

Hospitality shift supervisor moving into office coordination. Offers practical experience in rota updates, clear team communication and record keeping, supported by an independent spreadsheet practice project.

Relevant project

Independent spreadsheet practice project

Aug 2026 to Sep 2026

- Built a sample stock log using fictional data and checked formula totals against manual calculations.
- Created a short guide explaining how to add entries and flag missing information. This was a personal learning exercise.

Experience

Shift Supervisor | Example Hospitality Co

May 2022 to Sep 2026

- Updated weekly rotas and communicated shift changes to a team of six.
- Recorded supplier messages and passed delivery questions to the manager for follow-up.
- Used an opening checklist to allocate tasks and record completed checks at the start of each shift.

Hospitality Team Member | Example Cafe

Jun 2020 to Apr 2022

- Answered customer questions and escalated requests outside the team's authority.
- Kept handover notes so the next shift could follow up on outstanding tasks.

Education

Secondary education | Example School

Completed Jun 2020

Skills

Practical skills

- Scheduling, written handovers and customer communication.
- Spreadsheets: simple formulas, sorting and basic data validation.