

## Career Objectives

I am a talented individual who will bring a wide range of skills to any position. I am looking for an employer where I can make a valued contribution of my skills and efforts to the team and company success.

## Skill Summary

**Non-Technical Skills:** I have managed small groups of people from 1 or 2 through to around 50 in both professional positions and in voluntary positions.

**Computer Skills:** Microsoft Office – Intermediate level.

**Other:** Work Safe Victoria license in:

- Order picker (LO)
- Forklift license (LF)
- Dogman's License (DG)
- Coxswains Certificate

Manual Drivers license  
Advances open water Scuba license  
Power tool and machinery use and experience

## Education/Qualifications

2008	<b>Certificate I in Electrotechnology (Electrical Pre-apprenticeship)</b> Victec Skills Centre North Carlton Achieved 92.2% overall
	<b>National Electrical &amp; Communication Association</b> Neca Test Achieved 89%
2002	<b>Certificate III in General Construction (Undertake Dogging)</b> <b>Certificate II in Transport and Distribution - Operate A Forklift</b> Holmesglen Institute of Tafe
1996	<b>Coxswains Certificate (Sheltered Water)</b> Marine Board of Victoria
1994	<b>Associate Diploma of Marine Transport (Master Class 1)</b> RMIT Melbourne
1991	<b>Victorian Certificate of Education</b> Swinburne Secondary Collage Hawthorn

## Employment History

**Aug 07 – Current Order Picker**

Skilled Employment (Nissan Spare Parts)

Duties included:

- Correct binning of parts by RF scanning
- Correct and timely picking of parts by RF scanning
- Packing and processing of orders
- Correct and safe operations of forklifts, Crown stock pickers, and Crown turret forklift truck
- Un-boxing of spare parts from international shipping containers
- Other duties, as requested by the warehouse manager

**Jun 06 – Aug 07 Warehouse Operations Manager**

Bayswater Bulk, Brighton (The Good Guys)

Duties included:

- Day-to-day running of onsite warehouse (approx 250sq m) and offsite warehouse (approx 3000sq m)
- Organising the staff roster
- Overseeing the Audit/Stock Control team
- In-house security and CCTV operation
- Warehouse and storeroom improvements

Achievements included:

- Racking the on-site storeroom to triple the storage capacity
- Investigate and negotiate the lease of capital improvement for the storeroom order picker (Crown Wave)
- Recruit 5 new staff for the warehouse
- Provide retraining and ongoing skills improvement for all warehouse staff
- Tighten stock control procedures to reduce shrinkage of stock
- Over-see the major stock take of the store

**Jun 05 – Jun 06 National Internal Auditor**

Muir Electrical Company (The Good Guys)

Duties Included:

- Liaise with store proprietors and staff
- Liaise with other departments within the support centre
- Conduct pre-audit visits and assist with individual store audit preparation
- Supervise audits through to completion
- Supervise external contract labour hire during audits
- Assist in training other staff both within the Internal Audit Team and within individual stores
- Reconcile travel documents and expenses against the company Amex card each month while keeping within set budget and guidelines

**Mar 03 – Jun 05 Warehouse Assistant / Internal Auditor**

Bayswater Bulk Brighton (The Good Guys)

Duties included:

- Internal audits reporting to the store proprietor and support centre
- Store security and monitoring of CCTV footage
- Internal IT consultant
- Receiving stock
- Storing and retrieving stock
- Transferring and documenting stock transfer between on-site storeroom and off-site warehouse
- Customer assistance and service including deliveries to customers' homes
- Processing and return of damaged goods

**Jun 00 – Mar 03    Various Positions, including:**

- Industrial labour hire
- Forklift driver
- Abalone farm diver and deckhand
- Slipway and marina manager
- Ski lift operator

**Employers include:**

- Adecco employment
- Kilkinda Abalone Farm
- Royal Melbourne Yacht Squadron
- Mt. Buller Ski lifts

***Referees are available upon request.***