Name

Address

M. • E.

PROFESSIONAL SUMMARY

|  |  |
| --- | --- |
| * Experienced Picker and Packer | * Keen attention to detail |
| * Good communication skills | * Take pride in my work |
| * Strong work ethics and committed individual | * Organizational skills |
| * Commitment to O.H&S | * Problem Solver |
| * Reliable and dependable | * Detailed and precise |

PROFESSIONAL EXPERIENCE

Pick and Packing 2005 - 2007

Cost Price Sheepskin

Responsibilities:

* Sorting products into different groups
* Operating of machinery
* Unload goods and check them against order forms
* Catalogue or label items with storage details
* Place goods in bins and on racks, or stack bulky items on floors
* Complete orders by selecting goods from shelves and checking them off appropriate lists
* Obtain details of the location and quantity of items in stock

Process Worker 2004 - 2005

Moka Food & Compass Meats

Responsibilities:

* Sorting various food products
* Picking food products
* Stacking on to pallets
* Examine products to verify conformance to quality standards.
* Observe equipment operations so that malfunctions can be detected, and notify operators of any malfunctions.
* Lift raw materials, finished products, and packed items, manually or using hoists.
* Count finished products to determine if product orders are complete

Machine Operator/Pick and Packing 2002 - 2003

Socobel

Responsibilities:

* Machine operating for the production of automotive parts

TRAINING

Certificate III in Community Work Victoria University 2003

Certificate III in ESL Community West 2001

REFEREES

<Full Name>

<Title>

<Company>

<Contact number>

<Contact email>

<Relationship to this person> (e.g. Team Leader/Manager)

<Full Name>

<Title>

<Company>

<Contact number>

<Contact email>

<Relationship to this person> (e.g. Team Leader/Manager)