

Resume

PERSONAL DETAILS:

Jo Blanks

143 Nicholson Street

Footscray VIC 3011

After hours: (03) 9123 4567

Business hours: 0412 345 678

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CAREER OBJECTIVES:

To join a stable and progressive organisation that offers strong career prospects within a warehouse / logistics environment. Seeking opportunities to gain new skills and offer future employer's value through honesty, integrity and reliability.

AVAILABILITY:

Immediately

EMPLOYMENT HISTORY:

Yarra Valley Forklift Pty. Ltd.

March 1987 to Current

Forklift Driver/General Hand

Responsibilities/Duties:

- O.H.S officer for the employees of the factory
- Forklift driving
- Container Unloading
- Assembly using air and hand tools
- Occasional truck driving – MR
- General maintenance

- House keeping

Reason for Leaving: Company closed down.

ESV Manufacturing

August 1985 to February 1987

Storeman / Truck Driver

Responsibilities/Duties:

- Load and unload trucks (manual and forklift)
- Receiving
- Despatch
- Stock control (computerised)
- Assist with supervision and training of new employees
- Cash handling
- Customer service

EDUCATION/TRAINING:

2007	Forklift Licence Renewal
2004	Red Card
1987	Forklift Licence
1987	HR Truck Drivers Licence
1987	Victorian Drivers Licence
1986	Yr 12

HOBBIES / INTERESTS:

AFL, Cricket, Motor Racing, Horse Racing, Family, Reading.

REFEREES:

Will be made available on request.