

# Don Heal

## PROFESSIONAL SUMMARY

Dedicated professional looking for a new opportunity to jump back into the full time workforce and learn new skills and develop ones I already have to make it beneficial for both the company's and my development.

## WORK HISTORY

### Warringah Florist - Office Allrounder

Manly Vale, NSW

01/2015 - Current

- Handle day-to-day running of the shop, ensuring high levels of productivity and progression.
- Provide customer service face to face, online and over the phone.
- Handling payments, reconciliations and accounts payables.
- Orders management including preparation when required.
- Delivery of orders.

### Harborside Electrical And Communications - Apprentice Electrician

NSW

05/2013 - 05/2014

- First introduction to electrical work on existing and new builds.
- Worked under supervision of Journeyman Electrician to learn trade and develop electrical knowledge.
- Checked and performed electrical wiring through conduits and holes in walls and floors.
- Inspected electrical systems, equipment and components to identify hazards, defects and repair requirements.
- Adhered closely to building regulations and industry standards
- Replaced and repaired various lighting fixtures, switches, GPO's, ceiling fans.
- Pulled wire through conduits and through holes in walls and floors.
- Installed data cabling, ceiling fans and intercom box amongst other items.

Dee Why, NSW 2099

0433 855 669

donnie.heal@gmail.com

## SKILLS

- Customer Service
- Experience as apprentice electrician
- Power tools knowledge, safety & operation
- Reliable and meticulous

## EDUCATION

### St Augustine's College

Brookvale

### High School Diploma

## REFERENCES

### Scott Wilson

Electrician / Home automation technician

ph: 0434 930 745

### Gabriele Ihl

Shop and business owner of Warringah Florist

ph: 0414 367 807

**Supercheap Auto - 3IC Manager**

*Brookvale, NSW*

*10/2007 - 01/2014*

- Successfully managed a team of XXX employees including their rostering.
- Provided customer service, including complaints handling.
- Responded to and directed incoming calls and other communication.
- Managed filing system, entered data and completed other clerical tasks, including POS, banking and inventory keeping as well as ordering.

**Col Crawford Car Dealership - Pre-delivery and Accessory Technician**

*Brookvale, NSW*

*02/2009 - 11/2009*

- Checking that all new cars were safe before delivering them to the client.
- Fitted accessories and client package deals to vehicles prior to collection.
- Performed minor services.