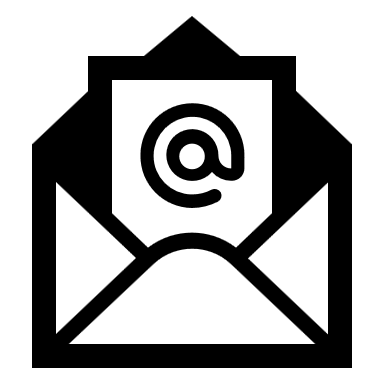
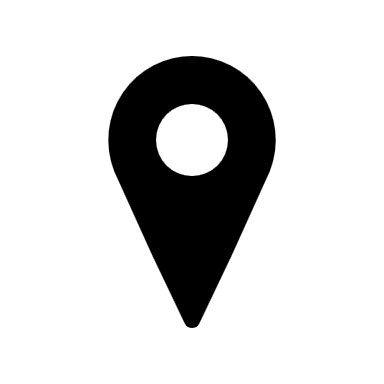
 **0468968980**

# SUMMARY

JACOB STINES

** Jacob.stines@email.com Griﬃn QLD**

Energetic, self-motivated Individual with a background in Transport and logistics, Warehouse duties, Procurement, Sales and Administration. Excellent verbal and written communication skills. Able to coordinate multiple projects and meet deadlines under pressure. Unique ability to adapt quickly to challenges and changing environments. Committed to conscientious, honest rapport and integrity in teamwork. Excellent time management and organizational skills.

# KEY STRENGTHS

**Detail-oriented Multitasking Analytical skills Teamwork Interpersonal skills**

**Eﬀective communication Time management Problem solving Microsoft Oﬃce skills**

**Technical skills Strong customer service skills Work Ethic Organizational skills**

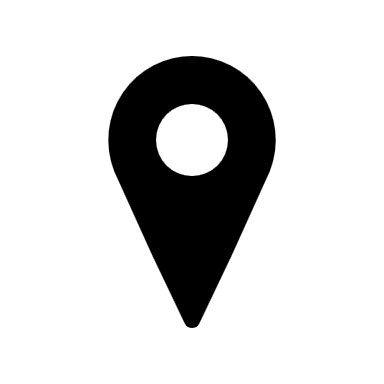
# EXPERIENCE

## Airside & landside Bus Driver

### Carbridge Pty Ltd

 06/2015-12/2019

**Transport**

 Brisbane Airport

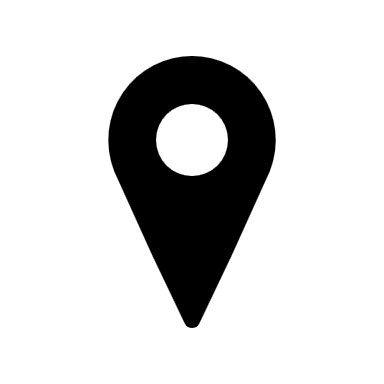
* Inspect vehicles before and after trips.
* Operate Electric and diesel vehicles in a safe and courteous manner.
* Follow established routes and time schedules or drive charter destinations.
* Submit simple reports at the end of each shift.
* Regulate systems like heating lightning and ventilating give comfort for passengers.
* Helped passengers with luggage.
* Driving to transport passengers over some speciﬁc routes with provided timetable.

## Truck Driver & Warehouse Person

### Star Track Express Pty Ltd

 01/2014-05/2015

**Logistics & Freight**

Melbourne

* Provide excellent internal & external customer support encompassing "Customer Support Excellence" philosophy

& standards.

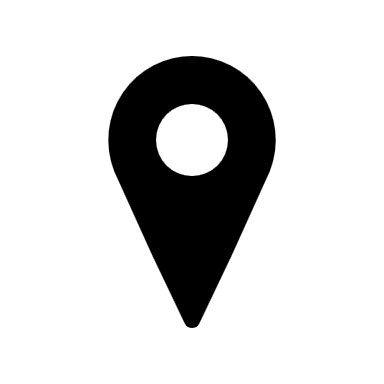
* Perform all duties adhering to Safety Policies & Procedures.
* Deliver product to customers.
* Performs inventory maintenance.
* Receive and count stock items, and record data manually or using computer.
* Pack/unpack items to be stocked on shelves in warehouses.
* Verify inventory computations by comparing them to physical counts of stock.
* Investigate inventory discrepancies & adjust errors.
* Store items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.
* Move freight, stock, and other materials to/from storage areas, loading docks, delivery vehicles, and

containers, by hand or using forklifts, pallet jacks, trucks, and other equipment.

# EXPERIENCE

## Warehouse Person

### Clem Tech PTY LTD

 11/2012-01/2014  Melbourne

**Commercial Equipment Supplier**

* Move inventory to various locations manually & by operating mechanical equipment, including forklift,

pallet jack, handcart.

* Supervise receipt of all shipments. Process receiving, discrepancy, and damage reports as needed.
* Supervise maintenance of computerized inventory records.
* Issues and distribute parts, supplies, equipment and vehicles.
* Veriﬁes purchase orders and track shipment of parts, supplies and equipment.
* Maintains computer & other records and ﬁles associated with receipt, distribution, return, repair, maintenance

and disposal of parts, supplies, equipment and vehicles.

* Using computer and applications software used in warehouse operations.
* Load and unload delivery truck by hand or with pallet jack.
* Always initiate all purchase requests to keep parts & stock items available.
* Performs daily inspections for safety, cleanliness and supply levels.

# LICENCES

* Multi Combination Driver Licence (MC) Open - QLD
* Full Driver Industry Authority - QLD
* Airside Driver Authority (ADA) - QLD
* Hight Risk Work Licence Forklift (LF) - QLD
* Construction Induction Card (White Card)
* Certiﬁcate III in Transport and Logistics

# EDUCATION & COURSE

* Certiﬁcate IV in Business Administration
* Preparatory Course in Hungarian Language
* Sight & Sound Certiﬁcate (Advanced Computer Skills)
* Higher Secondary Certiﬁcate