# ****Jakeb Jackson****

XX Street Name, Melton XXXX, Victoria

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I am a multi-skilled individual with proven interpersonal skills, who is seeking a career in the warehousing industry I have a professional approach; enjoy working as a team and using my own initiative. I am a friendly and happy person, have a pleasant nature and can communicate with colleagues and staff on all levels. I am well organised in my work and strive to produce the highest standard for any given task.

**Skills and Work-Related Attributes**

* Excellent organisational skills and work patterns evident through exposure to working in high demanding areas with outside pressure.
* Achieves deadlines through multi-tasking and time management. Prioritises workload to ensure all tasks are completed in the required amount of time and able to organise the working day and juggle multiple incoming demands with confidence.
* Ability to work without guidance and manage own workflow, achieve set budgets, seek to keep busy and complete all work to expected quality levels and time demands, going above and beyond for the company.
* Provide accurate and consistent work in a timely basis, able to utilise planning, observe patterns and note key areas of importance to ensure no crucial information is missed.
* Uses well-developed communication skills and strong interpersonal abilities in a wide range of job functions, such answering customer enquiries via phone, email and in person, assisting to address complaints as well as providing information.

**Education\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Bacchus Marsh College Year 12 VCE

**Computer Skills­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Competent in programs such as Excel, PowerPoint and Word with the ability to utilise them and any similar programs confidently and effectively in a work environment.
* Basic understanding and application of C#, Java and JavaScript.

**Employment History\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

October 2020 - September 2021

**Position Title** – Australian Army - Infantry

Duties and Responsibilities:

* Field Exercises
* Weapons Training and Maintenance
* Cleaning Barracks and Common Areas
* Maintain a high standard of personal fitness
* Work with others in a high stress team environment

August 2017 - August 2020

**Position Title** – Coles – Customer Service

Duties and Responsibilities:

* Stocking shelves in frozen and dairy area
* Customer Service

**Hobbies­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Coding, Games and Gym

**Voluntary Work\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

2018-2019 Handyman working in schools and homes

Duties and Responsibilities:

* Roof Guttering
* Painting
* Installation of showers and vanities in bathrooms
* Packing Furniture

**References\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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