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| TOM JIA  RESUME | | |
| Bayonet Head Albany 6330 | 0411318657 | TomJia1998@gmail.com |
|  | OBJECTIVE |  |
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|  | EMPLOYMENT HISTORY |  |
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|  | **Albany Distributors Dec 2011- Sept 2012**  **Brochure Deliverer**  *Duties:*  Responsible for the collation and delivery of advertising material to specified suburbs weekly  **Hungry Jacks Albany Nov 2014-Sept 2015**  **Kitchen hand**  *Duties:*  The preparation of food for customers  Handling and cleaning of kitchen equipment  working as a team to clean the store after hours  **Contach Metal Fabrication Jul 2015 –Jun 2016**  (One day a week) **Workplace Student**  *Duties:*  Assisting the employees in day to day duties such as mending and repairing trailers, or fabricating new ones  Sorting out work areas and cleaning  **Wallace Engineering Jul 2016- Oct 2016**  (One day a week) **Workplace Student**  *Duties:*  Clean and maintain machinery in the workplace  Helping other employees with tasks  **Fletchers Abattoir Oct 2017- Jan 2018**  **Loadout operator**  *Duties:*  Produce inspection  Sorting of exports    **Temple Farm Trading Co Jul 2017- Oct 2020**  **Labourer**  *Duties:*  Working as a team planting trees for roadside regeneration  Repairing and maintaining farm equipment  **Brookvale Nominees Sep 2018- Current**  **Farmhand**  *Duties:*  Driving and maintaining machinery (tractors etc.)  Irrigation maintenance  **Insitu Home Staging Feb 2020- Oct 2021**  **Labourer**  *Duties:*  Driving a box truck to and from select locations  Loading and handling furniture  Forklift operating  **Additional:**  Worked with Denmark Green skills to create the “Giant Grasshopper” from recycled metal currently on public display  Worked as volunteer to clean the Rotary Park in Margaret River  Assisting Arts Therapist at Albany Community Care Centre involving interacting with the elderly and disabled | |
|  | EDUCATION AND TRAINING |  |
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|  | 2004-2011 Yakamia Primary School  2008-2011 Primary Extension Advanced Curriculum (PEAC)  2012-2016 Graduation from Albany Senior High School  2015-2016 Cert 2 Skills for Work and Vocational Pathways  2017-2021 University of Western Australia | |
|  | FURTHER STUDY |  |
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|  | 2016 Cert II in Skills for Work and Vocational Pathways  2016 Responsible Serving of Alcohol  2017 Occupational Health & Safety Construction Induction (white card)  2020 Employability Skills Training | |
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|  | KEY COMPETENCIES AND ATTRIBUTES |  |
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| * A good worker, always keen to do a job and complete it to the best of my abilities. * Respectful of the rights of others * Work well as a team member * Adaptable, being open to change and learning new tasks quickly * A friendly and positive person, both energetic and physically fit * Excellent communication skills and able to work well with a wide variety of people  |  |  |  | | --- | --- | --- | |  | REFERENCES |  | |  |  |   Paul Bartell  **Owner and Manager Contach Metal Fabrication**  Ph: (08) 9842 1455  David McFall  **Temple Farm Trading Co.**  Ph: 0429 815 373  James Patton  **Brookvale Nominees**  Ph: 0417 955 255 | | |