

**Auto Electrician, 01/2004 to 03/2008**

**SKILLED ENGINEERING**

- Automotive Electrician, responsible for time constrained repairs to all automotive equipment, Call out and shift Auto Electrician.
- Electrical Harness manufacturer

**Auto Electrician, 11/1978 to 03/2004**

**Motor Electrics – Burnie**

- Provided outstanding customer service.
- Accurately read, understood, and carried out written instructions.
- Employed wide variety of hand and power tools including hoists, drills, precision measuring instruments and electronic testing devices.
- Promoted shop safety by working in a safe manner.
- Used schematic diagrams to plan work.
- Accurately completed service reports and warranty forms.
- Maintained positive relationships with all customers.
- Installed, maintained and recommended appropriate field solutions for electronic products.
- Interpreted schematic blueprints, wiring diagrams, performance specifications and service manuals.
- Made critical adjustments to component values and settings during testing.
- Trained in 24V electrical wiring and electrical repair and safety.
- Tested vehicles and their components and systems.
- Operated equipment such as infrared engine analysers, compression gauges and computerized diagnostic devices.
- Adjusted repaired systems to meet manufacturers' performance specifications.
- Communicated effectively with customers on future problems and repairs that might need to be addressed.
- Completed routine maintenance to prevent future breakdowns.
- Upheld top-quality workmanship and excellent customer service.
- Managed the front counter, including answering the phone and opening and closing the shop.

**EDUCATION**

**Diploma of Management BSB51107 - Tas TAFE August 2013 • Management Systems Auditing Skills Institute#**

**RABQSA-AU 01-Oct-12: Management, 2013**

**Institute of TAFE, Tasmania - Burnie**

**DIPLOMA OF MANAGEMENT BSB51107**

- Emphasis in Safety WHS procedures
- Emphasis in Practical management

**Cert 4 in Frontline Management: Front line Management, 2011 Skills Institute - tas - Burnie**

**CERTIFICATE 4 IN FRONT LINE MANAGEMENT**

- Emphasis in OHS COMPLIANCE
- Emphasis in Advanced Excel

**Trade Certificate: Automotive Electrical, 1983**

**Launceston Technical College- Launceston - Tas**

- Top 4% of class
- Continuing education in Automotive Electrical
- Apprentice of the year
- Lucas award
- Pride of workmanship award

**ACCOMPLISHMENTS**

- **AWARDS AND ACHIEVEMENTS** Lucas award - Apprentice of the year - Best aggregate results (all years)  
Apprentice of the year 2nd year 1980 - Launceston Technical College  
Pride of Workmanship award - 1986 /East Burnie Rotary Club Personal recognition letter for Safety attaining 365 days without LTIs as part of a team( Managing Director Andrew Ramsley ) 2005

**ADDITIONAL INFORMATION**

- Incident Investigation 2011
- SAP Navigation trained.
- OPACC Basics ( operational profit after capital costs )
- OH&S Legislation and requirements 2013.