

THOMAS DUNSTAN

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EMPLOYMENT HISTORY

July 2017 - Present

Polo Appliances, Carrum Downs

Warehouse Manager (Full Time)

Responsibilities (Additionally to below):

- Interviewing and hiring staff
- Training staff
- Liasoning with reps and other staff
- Liasoning with logics company and other companies
- Researching and ordering all equipment and supplies for the warehouse
- Floor stock management
- Forklift charging and maintenance
- Putting together Australia Post eParcel mail system
- Boxing and mailing spare parts/accessories
- Assembling orders and arranging delivery
- Problem solving
- Deliveries to homes, shops and worksites
- Collecting stock/returns from homes, shops and warehouses
- Onsite air conditioning/panel heating repairs and exchanges
- Planning
- Filing
- Cleaning

April 2012 - June 2017

Polo Appliances, Carrum Downs

Warehouse Assistant (Part Time)

Responsibilities:

- Repairing portable air conditioners
- Repairing panel heaters
- Answering customer/client/repairer phone calls
- Ordering spare parts

- Forklift duties
- Receiving deliveries
- Supplying technical support
- Mail

January 2007 - June 2017

Safeway, Camberwell

Longlife Shop Assistant (Part Time)

Responsibilities:

- Inventory management
- Customer service
- Stocking shelves
- Answering customer phone calls
- Dealing with reps
- Stocktaking
- Ordering and receiving stock
- Building front and back end displays
- Cleaning

Perishables Shop Assistant (Part Time)

Responsibilities:

- Customer service
- Stocking shelves
- Answering customer phone calls
- Inventory management
- Nightfill

Storeman (Part Time)

Responsibilities:

- Receiving deliveries
- Unloading and loading trucks

November 2006 - December 2006

Tower Bridge, London (UK)

Tour Guide (Part Time)

Responsibilities:

- Welcoming groups and talking to them about the exhibition
- Directing patrons around the bridge

May 2006 - June 2006

EDF Trading, London (UK)

Administration (Full Time)

Responsibilities:

- Sorting
- Logging files into a database
- Filing

July 2005 - April 2006

Safeway, Camberwell

Longlife Shop Assistant (Full Time)

Responsibilities:

- See above

December 2004 - May 2005

Waverly Gardens Tattsloto, Mulgrave

Shop Assistant (Casual)

Responsibilities:

- Serving
- Closing of tills and counting of money
- Cleaning

October 2002 - December 2004

Brandon Park Lotto, Cards & Gifts, Mulgrave

Shop Assistant (Casual)

Responsibilities:

- Serving and customer service
- Closing of tills and counting of money
- Opening and closing the shop
- Cleaning
- Dealings with local bank

EDUCATIONAL HISTORY

2015

Baytrain Warehouse & Construction Industry Training, Carrum Downs

Participated in a 2 day forklift training course and received my forklift license.

2007 - 2010

Swinburne University, Hawthorn

Studied Bachelor of Social Science (Psychology).

2006

Victorian Bar School, Melbourne

Course recognized by the International Bartenders Association

Completed the following subjects (Ask me for certificates):

- 1 Operate a Bar
- 2 Prepare & Serve Cocktails
- 3 Clean Premises and Equipment
- 4 Clean and Tidy Bar Areas
- 5 Beer Reticulation Systems
- 6 Provide Responsible Service of Alcohol
 - 7 State and Territory Legislation
 - 8 Alcohol Affected Customers
 - 9 The Roles of Management and Staff

2002 - 2005

Holmesglen Institute of TAFE, Chadstone

Completed Diploma of Technology (Computing).

Competent with Microsoft Word, Excel and Powerpoint. Typing speed of 60wpm.

1999 - 2001

Carey Baptist Grammar School, Kew

Completed VCE studying the following subjects at year twelve level:

Mathematical Methods, English, Geography, Economics and Media.

PERSONAL SKILLS AND INTERESTS

I am a friendly and easy going person. I am very honest and have the ability to communicate well with people of all ages. My curiosity lends well to new challenges as I'm always eager to learn something new. I believe that my people skills are the key attribute to my working performance.

I've had a keen interest in music since early high school. I enjoy listening to and also creating music as I play the guitar, drums and bass. I read history, philosophy and primarily psychology which led me to study it and move away from computing. I enjoy watching the AFL and tennis and i also maintain some fitness by jogging.

REFEREES

Mr Geoff Walton

Ex Longlife Manager
Safeway, Camberwell
Mob. 0475 402 427

Mr Dean Vassallo

Ex Longlife Manager
Safeway, Camberwell
Mob. 0402 019 851

Mr Robert Lee

Co-Managing Director
Polo Appliances
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