

Personal Details

Name Eun Kyu, JEON

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Qualifications & Training

- 2013 – Aged care (Certificate III)
- 2005-2009 Bachelor Degree of Hotel management at the Griffith University

Key Capabilities & Experience

- Physically fit for lifting duties.
- The ability to work independently and to accept a level of responsibility, and be able to work as part of a supportive team environment.
- Basic knowledge of people living with dementia and their needs
- Strong written and oral communication skills and ability to engage with people at all levels.
- A self-motivator who is dependable, responsible contributor committed to excellence and success
- Highly analytical with demonstrated talent for identifying, and streamlining complex processes.
- Expert in software including **Microsoft Words**, **Outlook** and **Excel**.

Career Summary

2017 Feb – 2021 Feb MPS

2010 Apr – 2017 Jan Inghams enterprise

Detailed Employment History

Feb 2017 – Feb 2021 MPS

Position : Machine operator & Quality Assurance

- Performing initial system checkup and confirming requirements of customers.
- Checking any medication errors for customers
- Preparing next experiment and confirming feedback from customers
- Secretarial duties
- Data base/files/record/spreadsheets

Apr 2010 – Jan 2017 Inghams Enterprise

Position : Quality Assurance & Machine operator

- Identify faults or concerns with the product and report
- Liaise with Supervisor/QA manager in regards to any quality control issues
- Continuously monitor temperature and products code
- Have a good understanding of food hygiene HACCP and person protection equipment(PPE)
- Physically fit – Manuel handling up to 20kg involved
- Safety duty (lockout tag)
- Able to work in cold environments

References available upon request