

Summary

I'm an eager to learn, punctual team member that can work autonomously under pressure within required time frames. I have great time management skills and a natural ability to adapt to any situation. I enjoy learning new skills and strive to improve on my current skill set, attuning them to suit specific task requirements. I have a can do, positive attitude with a strong work ethic whilst also being flexible and easy going. I pride myself in my learning ability; effectively picking up new skills foreign to me before. My high attention to detail is proven in my completed tasks.

My objective is to develop my strengths and skills; to become a valuable and amicable member of any team.

Qualifications and Skills

Queensland Certificate of Education

- Meeting quotas and time management, basic social skills.

ICA30111 Certificate III in Information, Digital Media and Technology – Traineeship (Below)

CUF20107 Certificate II in Creative Industries (Media)

- Film editing
- Teambuilding and teamwork exercises in the Film Industry
- Animation
- Presenting ideas in a presentation

BSB20107 Certificate II in Business

- Basic Word Processing skills-, now advanced
- Budgeting
- Data Entry
- Time management

30981QLDD Certificate II in Workplace Practices

- OH&S Standards
- Teamwork and individual skills within operating a business
- Organizational skills
- Advertising

Education

Marsden State High School (2009 – Graduated 2013)

PCYC Crestmead's: Braking the Cycle (ST:2015 F:2015); attending educational workshops and learning to drive.

TAFE Queensland; Completed ATP Course, electives were physics, pure mathematics and language (STEM).

LF HRW licence: Completed forklift course and obtained licence (2018)

C Class Driver's License (Manual) – RE license (motorcycle), own both for ensured methods of transport.

Work Experience

PC Crazy: Computer repair shop (No longer open) (Part-time)

Trainee while undertaking Certificate III Information, Digital Media and technology: (Feb 2012 – Jan 2013)

Duties included:

- PC Cleanup
- Virus removal and anti-virus installations
- Hardware upgrades and fixes
- Customer service
- Money handling

BBC Digital (Gold Coast) (Casual-Full-time)

Warehouse Storeman: (May 2014- Jan 2016 (Casual with full-time hours))

Duties included:

- Unloading and loading trucks with forklift
- Ordering and stocking consumables/ parts
- Preparing and processing orders for delivery
- Maintaining storeroom cleanliness
- Receipting in deliveries/ returned machines
- General store duties and stock control

Workshop Technician: (Jan 2016 – November 2016 (Casual)) (Mar 2017 – Sep 2017, Brisbane branch (Full-time))

Duties included:

- Running up and refurbishing photocopies and printers to a high standard
- Problem solving
- Maintaining machines and preventive maintenance on machines
- Completing orders within a required time frame

Consumables Manager/ Workshop Supervisor: (Gold Coast, Sep 2017 – August 2019 (Full-time))

Duties include:

- Warehouse storeman's listed duties above, additionally phone orders and troubleshooting, and ensured consumable budgets were met monthly, liaised with suppliers on costings and deals
- Assign jobs to technicians within the workshop
- Check over machines ensuring they are completed to a high standard

AWX Group – Chrisco Cold Stores (Seasonal Casual)

Warehouse Pick/ Packer: August 2019 – December 2019

Duties included:

- Packed items into boxes on a production line
- Opened and stacked boxes for packers
- RF Scanner allocating for customer orders
- Freezer and refrigerator room experience

Jeremy Tuesley

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References

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More references available upon request.