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| Nicholas Whiteley | nick-whiteley@hotmail.com PH: 0423716964 |

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| |  | | --- | | **OBJECTIVE** |   As a reliable, motivated and open-minded individual, I aim to build and pursue a career path in an organisation where my skill set and knowledge can be an advantage to the organisation. I aim high and strive to complete tasks in a timely manner, while ensuring to pay attention to detail to certify the job is done correctly and to a high standard. I have developed great communication skills. I can work well in a team environment, or independently.  **SKILLS**   * Excellent communication skills * Excellent IT skills * Attention to detail * Adaptable to new environments * Timely * Curious and open-minded * Confident in asking questions * Open to learning new skills * Ability to work under pressure * Ability to work with a team or independently * Strong problem-solving skills * Carrying open Manual Licence * Carrying current Forklift Licence * Carrying current Traffic Controller Licence * Carrying valid White Card   **WORK EXPERIENCE** |  |

**Nerang Park Poultry**

*2021 – 2022*

**Factory Office -** During this role I was based in an office and my duties included using a computer to complete a range of tasks. The primary responsibilities were using excel to ensure that the stock in the factory was accurate, complete, and up to date, operate a custom program to find, view, process orders, print labels, documents and generate reports at the end of each day. Other jobs included managing phone calls, emails, and truck dockets. This job gave me experience working in an office environment, on attention to detail, better computer skills, and the ability to work independently.

**Hats By the 100**

*2019 – 2020*

**Picker and Packer, Warehouse Store Person -** During this role my duties included working with inbound/outbound freight using a computer, ensuring all stock was present and has been placed in correct bays. Other jobs included picking/pre-packing orders and driving the work vehicle. I also worked as a general hand person doing tasks such as building furniture and shelves. I worked well in a team environment to ensure the family run business’ organizational goals were met each day.

**Nut and Bolts Factory**

*2018 – 2019*

**Picker and Packer, Forklift Operator –** During this role my duties were to pick and prepare orders, serve customers, operate two different high reach forklifts (gas and electric forklift), to unload and load trucks and to move pallets onto the pallet racks. Similarly, pallet jacks were used to move pallets when the use of a forklift was unavailable. My computer skills were put to use when inbound products (in the receiving bay) had to be keyed into a system, before being stored away in the correct storage location. I was also required to wrap pallets using a pallet wrapper machine. Another duty required was to drive the work Ute around to different factories and job sites to collect and drop off orders and hand out brochures. This job gave me more experience operating two different types of forklifts, using computer systems, dealing with customers, and gaining knowledge on how freight services operate.

**Ecotech Solutions**

*2017*

## **Landscaper Laborer** - During this role my duties included learning to use new tools in order to complete tasks. Tasks included using the brush cutter to cut grass for the council, ensure that all parks and garden areas around the Gold Coast were looked after, sprayed and weeded. Driving my team around the Gold Coast to different locations to attend duties was another part of my job, and lastly, cleaning rubbish with traffic controllers on the road. This job gave me more experience with working as a large team to achieve goals, following strict instructions from my team leader, helping the community by keeping parks clean, while also working and adapting to an outside environment.

**McDonalds**

*2016 – 2017*

**Kitchen Crew –** During this role my duties included providing high quality food while maintaining high health, hygiene and safety standards. I had to pay attention to detail with cooking and food preparation to ensure high customer satisfaction. During this role I cooked and prepared a wide variety of food, while using a broad range of equipment and tools. Other duties included cleaning, opening/closing the restaurant, and assisting other workers. I worked well under pressure and in a team environment.

**Team Effort**

*2012 – 2013*

**Store person –** During this role my duties included working with inbound/outbound freight, ensuring all stock has been placed in correct areas, picking/pre-packing orders, maintain cleanliness, rubbish runs and operating the till. This job gave me experience balancing work life whilst attending high school as most shifts were done after school or on the weekend.

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| **EDUCATION** |  |

**St Michael's College**

2011 – 2015

Received Queensland Certificate of Education

Received Direct Entry into Southern Cross University

**Southern Cross University**

2020 – 2023

Bachelor of Information Technology (Majored in User Experience)

**Certificate III/IV in Fitness, Certificate II in Nutrition (HPC)**2017 – 2018

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| **REFERENCES** |  |

**Phillip Fong**

General Manager, Nerang Park Poultry

0755614217

**Andrew Lygo**

Owner, Hats by the 100

0411339000

**Paul Branch**

Supervisor, Ecotech Solutions

0414180348

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Owner, Team Effort

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