

NAME

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WORKPLACE EXPERTISE

Productivity processes and continuous improvement • Multi-tasking across a range of production areas • Team and independent problem-solving • Team leadership roles • Effective across morning/afternoon/night shifts

Paint shop	CNC Laser Operation
Inventory	Plastic moulding
Internal and external communications	Fork Lift Driving
Stock control	Training induction of new employees
Health and Safety operations	Use electronic information systems
Hand tools, power tools, welding, painting and finishing equipment including robots	

TRANSFERABLE SKILLS

- Health & Safety Aware and Proactive
- Dexterity - well-developed hand/eye coordination
- Ability to follow instructions
- Time management skills
- Reliability and strong work ethic
- Ability to work in teams
- Flexibility in work role
- Communication (verbal and written)
- Attention to detail and ability to solve problems
- Ability to work to high standards under time pressure
- Ability to think ahead, anticipate and plan needs of self and work team
- Ability to stand for long periods - accustomed to demanding physical work
- Relevant technical knowledge of specialised equipment

*as identified in RMIT Report on Transferable Skills of Auto Manufacturing Employees 2016

PROFESSIONAL EXPERIENCE

FUTUROTA MANUFACTURING

2001–2016

Production Team Member – Paint Shop

OH&S Supervisor – monitoring application of OH&S requirements

Induction Trainer – training and monitoring new employees on spray painting

Group Leader - overseeing quality of work and giving feedback to improve

Assistant Manager – take group leader role on afternoon and night shifts and when Group Leader was on leave

Notable Achievements

- Saved \$10,000 through early observation and intervention on Robot leak
- Worked with team that maintained production through innovative problem solving when Robot broke down for a week while waiting for parts from USA
- Took on extra duties to support the Group Leader in maintaining quality control
- Part of team that improved productivity and efficiency each year in the three years since company announced it would close – achieving best results across entire Company globally

Laser 3D

1999–2001

CNC Laser operator – entering programs into laser cutting machine
adjusting settings; stock control
packaging and packing orders

Aunger Plastics

1990–1999

Plastic Moulder – operating and monitoring moulding equipment; quality control checks; reporting problems; labelling, stacking and packing products

Forklift Driver - loading and unloading shipments safely; identifying damaged goods and reporting; moving around facility safely; moving equipment and pallets; preparing safe pathways for efficient movement around facility

CNC Laser cutting - entering programs into laser cutting machine; adjusting settings; stock control; packaging and packing orders

EDUCATION

Certificate III Competitive Manufacturing

2013-14

Vehicle Industry Certificate

2002

TECHNOLOGY SKILLS

Proficient in Excel, Word

REFEREES

Available on request

Notes on Resume Template

1. Hyperlinked email and linkedin links to make it easier for reader
2. Broad statement of expertise to introduce – instead of ‘ Career Objective’
3. Followed by specific skills
4. Add Notable Achievements
5. Statement of Transferable skills added with reference to objective source for making these claims
6. Rename Production Worker to Production Team Member – better reflects the complexity of the role