Jane Smith

**Mobile: 0400 000 000 Email: janesmith@gmail.com**

# **Overview**

Highly committed in her pursuit to establish a long and rewarding career, Jane is now investigating employment opportunities with an organisation that values and rewards hard work and integrity, through which she can make a positive contribution whilst developing a new and challenging career.

* Demonstrates a “hands on” approach; gives 100% and strives to achieve
* Loyal, hardworking and responsible with high personal and professional standards
* Possesses exceptional attention to detail; works accurately, precisely and efficiently

# **PROFESSIONAL ASSETS**

* A supportive and dependable team player and has the ability to work independently
* Outstanding communication and interpersonal skills complementing the ability to relate to people on all levels, across social and cultural boundaries
* Strong organisational and time management skills; able to work under pressure and meet deadlines
* A problem-solver with a range of practical and hands-on experience and an eye for detail
* Thorough understanding of, and commitment to occupational health and safety

# **KEY STRENGTHS**

* Self Management Skills
* Business Growth
* Machine Operating – Atma Syecia
* Development / Adherence of SOP’s
* Work Safely with Industrial Chemicals
* Following and promoting WHS proceducres
* Adaptable and Flexible
* Idea Generating skills

# **QUALIFICATIONS AND TRAINING**

* Responsible Service of Alcohol
* Car Licence – P1
* White Card - Current
* Year 10 level Certificate at Toowoomba SHS 2013

# **EMPLOYMENT HISTORY**

**October 2016**

**Misteag Promotions**

Retaill Assistant

Responsibilities include but not limited to:

* Customer service
* Promoting Nissan memberships,clothing and Merchandise
* Eftpos and cash register operations
* Cash handling
* Working in a faced paced environment
* Excellent communication skills
* Restocking shelves and general cleaning

**March 2015 - February 2016**

**ALE Clothing & Signs Pty­­ Ltd, Toowoomba**

1st Year Apprentice in Screen-Printing & Graphic Design

Responsibilities include but not limited to:

* Machinery operation; Atma, Svecia Senator, Gilotine, Carousel, Press. Setting up process and shut down
* Coat and set screens
* Fully reclaim screens/haze
* Directs on carousel
* Transfers, stickers, corflutes
* Mix inks
* Risk and Safety management
* Knife work
* Screen making
* Printing off stickers and transfers
* Providing merchandise for Toowoomba and surrounding areas

**March 2014-June 2014**

**Sumo Salad-Toowoomba**

Salad Artist

Responsibilities include but not limited to:

* Customer service
* Food preparation
* Cleaning
* Receiving stock, cross checking invoices
* Autonomous role within a team
* Time management

# **REFEREES**

**Name Name**

Business Business

0400 000 000 0400 000 000