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# Paul Jones

Address Line 1  
Address Line 2  
Northumberland  
Post Code

Telephone: (01670) 123456. Mobile: 07952 123456

## MAINTENANCE LABOURER / MACHINE OPERATOR / FLT DRIVER

A dedicated company worker having demonstrated high levels of flexibility between jobs in this heavy industrial workplace, where concentration is important in a very hot, noisy heavy machine environment and where safe working is critical. Good problem solving abilities, anticipating problems before they occur and recommending preventative actions. A keen, enthusiastic approach to the tasks in hand. Wide experience of shift working. Now looking forward to a similar job preferably within production / warehousing / FLT / driving / machine operations.

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### FLT / driving skills

CITB. F.L.T. certification -Optimum safe working are a crucial particularly in confined space.

CITB. Bobcat operator (excavator).

## PROFESSIONAL EXPERIENCE & ACHIEVEMENTS

### MAINTENANCE LABOURER

1998 - Present

#### Write Company A Here, Northumberland

Very hot (1460° F)and dusty foundry work! Responsible for taking Work in Progress ( WIP ) from raw materials to finished product, assemblies and intensive machine belt, roller checks. Experience covers various disciplines: setting machines, working to strict procedures and targets set by management, training others. FLT Driving.

- Involvement in off-line activities such as operator care and efficiencies and fault reductions.
- Helped save the company time and money by eliminating repetitive faults.
- Maintained output, quality on all machines.
- Safety and quality orientated, risk assessment. - including maintenance / cleaning of machines.
- Setting up machines for daily workloads.
- Closing machines, also greasing-up and weighing, booking out on computer operating overhead cranes.
- FLT driver up to 15 Tonnes.
- Loading and unloading delivery wagons.
- General labouring as and when required.
- A1 health record as monitored by company 6 monthly comprehensive medical checks.

### PRODUCTION OPERATIVE

1997 - 98

#### Write Company B Here, Blyth, Northumberland

Responsible for taking Work in Progress ( WIP ) press assembly and intensive checks. Producing a wide variety PVC products and steel components: experienced covers various disciplines: working to targets set by management, mainly in production which includes work on the Check and Repair Station, with responsibility for over-checking product specifications and quality.

- Involvement in off-line activities such as operator care and efficiencies and fault reductions.
  - Helped save the company time and money by eliminating repetitive faults and minimizing return to zone for repair.
  - Helped maintain critical stock levels.
  - Suggested new tooling and changing fitting sequences - all within spending and overtime budget constraints.
  - Maintained output, quality on all products and controlled statistical process.
  - Safety representative, risk assessment. - responsible for maintenance / cleaning of machines.
  - Awarded £200 bonus at Xmas.
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## **MAINTENANCE LABOURER**

1997

Write Company C Here, Cambios, Northumberland

- ➔ As present job.

## **SECURITY OFFICER**

Mar - Nov 97

Write Company D Here, Longbenton, DSS

- ➔ Working totally on own initiative - inspecting property, protecting against fire, theft, vandalism and illegal activity.
- ➔ Using radio and telephone to call for assistance from the emergency services or as situations dictate.
- ➔ Writing comprehensive reports outlining observations and activities.
- ➔ Showing good judgment and common sense, having a professional appearance and attitude and able to interact and communicate effectively and diplomatically with the public and the police.
- ➔ Taking charge and directing others in emergencies.
- ➔ Good skills developed: security, customer service, administration, first aid, computer literacy.
- ➔ Dealt with security issues / problems helping with customers enquiries and complaints.
- ➔ Monitored alarms and closed circuit TV cameras.

## **VAN DRIVER**

1984 - 97

Council

- ➔ Mainly goods / store delivery around the North East.

### Personal

**Date of birth:** 1970  
**Marital status:** Married, 1 child.  
**Interests / pastimes** Family, fishing, music, TV.  
**Full Clean Driving licence.**

*Excellent references available on request.*