

Vivien Firmin

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PERSONAL STATEMENT

I am a passionate and outgoing woman who works hard to deliver on any task given to me. I pride myself on my ability to work well with others and support others to succeed. You will see from my CV that I have a very diverse set of skills and can bring a wealth of experience to any employer. In my previous role, I worked as a multi-skilled machine operator and for the past two years, I have spent many hours working within the community to educate and coach kids in both sporting and school environments.

EMPLOYMENT HISTORY

Cavalier Spinners, Wanganui

2004 – Aug 2016

Multi-Skilled Machine Operator (Textiles)

Achievements

- * Specialised Machine Operator for the Twister, Two for One, Spinning, Dye House, Superba and IDS machines
- * Union Representative for 12 years
- * Successfully supported union members through negotiations and mediations
- * Responsible for liaising with head office on union matters

Responsibilities

- * Setting up and preparing machines for shifts including checking calibrations to ensure correct weights are produced
- * Monitoring quality control checks throughout shifts
- * Monitoring signs of machine breaks and stopping machines safely
- * Efficiently and effectively problem solving to minimise downtime including fixing minor issues
- * Training other team members on specific machines
- * Recording daily production and freight
- * Daily commitment to ensuring the safety of myself and others
- * Setting up computers on specific machines
- * Supporting union members and liaising with management on issues relating to union members

Over the past two years (whilst still employed at Cavalier Bremworth) I volunteered approximately 15 hours per week as a Teacher Aide and Swim Coach. I managed these commitments by volunteering between work shifts.

Responsibilities

- * As a Teacher Aide I assist teachers in preparing for classes and work with children who require additional help across all subjects
- * As a Swim Coach I teach and instruct children on how to swim. I work with new born babies through to 8 year old children
- * I have also organised sizeable sports events within the community

COMPETENCIES

- * Committed team player who enjoys working with others
- * Effective communicator
- * Strong ability to identify and problem solve issues
- * Adaptable and flexible to changing environments
- * Strong time management skills with the ability to work on a number of different tasks and commitments at one time

TRAINING

- * NQZA - Level 1, Health and Safety Course
- * Swim Coaching

INTERESTS

- * Sports
- * Coaching
- * Community involvement working with children in a sporting and educational environments

REFEREES

John Pervan
Cavalier Spinners, Supervisor
P: 06 349 0026

Kaye Hearfield
First Union
P: 021 544177
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