

Frances Edwards

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PERSONAL STATEMENT

- * Multi skilled machine operator
- * Hardworking, reliable and punctual
- * Practical, hands on approach
- * Safety conscious

EMPLOYMENT HISTORY

Jetts gym wanganui

Currently Cleaning for ETC commercial cleaning

2nd October 2016

Cavalier Spinners Wanganui

Process Operator

2006 – Oct 2016

Achievements

- * Multi skilled on the different machines within the factory
- * Able to multi task between processes and machines

Responsibilities / Roles

- * Set up and prepare machines for operation
- * Operate gilling and spinning machines
- * Undertake quality control throughout run
- * Record daily production
- * Solve problems in a timely and efficient manner
- * Always being safety conscious for myself and others
- * Share skills and knowledge to train others on machinery and process

Previous Employment

Receptionist, Cleaner

pre 2006

COMPETENCIES

- * Self motivated with a quality focus and eye for detail
- * Quick learner who picks up new skills and processes
- * Complies with and follows procedure and instruction well – can work unsupervised

TRAINING

- * 2014 Certificate in Occupational Health & Safety Level 1
- * 2004 National Certificate in Business Administration Level 4
- * 2004 National Certificate in Administration & Computing Level 3
- * 2003 National Certificate in Employment Skills

INTERESTS

- * Keeping fit and going to the gym, sports, karate

REFEREES

Stu Gill

Cavalier Bremworth, Yarn Finishing/Semi-Worsted Supervisor

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