

CURRICULUM VITAE

Gerrard

For further information

Contact Jude-Employment Co-ordinator

Phone DDI 03 353 4161

PERSONAL STATEMENT:

Versatile, dynamic, innovative, hard working and reliable person seeking a position where I can apply my broad base of skills and 15+ years of practical workplace experience in:

- **Global Logistics and Transport** – Previous experience in procurement, receipt, shipping and quantifying of stores and equipment to ensure efficient flow of stores
- **Warehousing and Distribution** – Systems administration experience for global computers stores system - responsible for staff training and systems maintenance, stock control, planning, procurement, supply prioritization.
- **Construction/Mechanical Sector**- Qualified electrician with experience in power station maintenance, a construction site safety supervisor with forklift experience
- Any Sector that is related to one of the above

KEY WORK SKILLS & ATTRIBUTES

- **Office Management and Administration** - Computer literate including Office 2007, E-mail and the Internet, recently built own website and is adept at compiling letters and reports
- **Leadership and Team Skills** – Able to lead teams ranging from two to thirty plus people in demanding situations involving both training and mentoring of others. great communication and listening skills
- **Logistics and Transport** – Diligent in ensuring that shipping and movement of stores and equipment is carried out in a timely fashion whilst adhering to the required standards and regulations
- **Warehousing and Storekeeping** - Skilled in the accurate input and interpretation of numerical data. Able to work within current systems whilst looking for potential improvements.
- **Quality Control** – Proficient in ensuring set standards are maintained and regulations
- Honest, reliable and dependable - works well as a member of a team or autonomously.
- A problem solver and lateral thinker, with proven and effective time management abilities and accepts responsibility readily.
- A confident, cheerful, self-motivated person with a good sense of humour.

CAREER HISTORY

Self Employed Business Consultant Approx 2 Years

Provided a range of consultancy services to small businesses that included:

- Market and sales promo at the A & P show and the Home Show in Christchurch.

- Executive Personal Assistant for a Global CEO.
- Project management of a membership website launch

Self Employed Options Trader 3+ Years

- Trading advanced and basic strategies of Exchange Traded Options' on The Australian Stock Exchange (ASX).
- Trading CFD's on the ASX
- Over 12 months employed workplace experience as forecourt attendant graveyard shift at a petrol service station in order to maintain cash flow during this period.

British Army 15 + Years Practical Experience in;

During this period I undertook many varied positions and tasks, including but not restricted to:

Military Engineer – Responsibilities included the use of pumps and filtration systems for water supply, handling and use of explosives for demolition and the use of a variety of power tools (including chain saws for construction).

Electrician – General electrical installation work including LV overhead lines & Underground cables. Maintenance of the everyday running of power station on the Island of St Kilda (In the Outer Hebrides) and all other electrical work required on the Island.

Resources Supervisor – Responsibilities include all aspects of stores accounting (from receipting to stock control to forecasting), through to monitoring and maintaining both manual and computerized systems. Having sourced and procured equipment and services in a variety of countries, responsible for short/long term contract resolutions including tender boards.

Qualified Safety Officer – Responsible for ensuring that all Health and Safety and regulations are adhered to in relation to Fire (For Accommodation) and Construction Site Safety (For Construction). As an Advanced Water Safety Officer taking the final decisions as to whether or not military exercises on various powered boats would go ahead.

EDUCATIONAL QUALIFICATIONS

2000-2004	Environmental Studies BSc (Hons) Degree - Open University
2003	Diploma in Environmental Management - Open University
2001	Integrated Business Technology Level 2 – Oxford Cambridge & RSA
2000	National Certificate in Natural Sciences - Open University
2000	Computer Literacy and Information Technology - Royal School of Arts

TRAINING AND TRADE QUALIFICATIONS

2009	Certificate in Small Business Management (CSBM)
2001	National Vocational Qualification Level 4 in Management- Chartered Management institute
2001	Certificate in Management - National Examining Board for Supervision and Management (NEBS)
1999	Site Safety Supervisor - Construction Industry Trade Board (CITB)
1992	Construction Engineer - City and Guilds 1
1986	Electrical Engineer - City and Guilds 2

Hobbies & Interests: Samba, Zumba, Ceroc, Djembe Playing, Tai Chi, Rugby, Travel, Study.

REFERRES AVAILABLE ON REQUEST