



SUZANNE McKINDLEY



Resume

Career Objective:

My career objective at present is to continue to learn and develop the skills that I have currently achieved, which will enable me to support and help within my work place as I enjoy working in the friendly environment, which it offers through the flexibility of hours and responsibilities entrusted to me.

Employment History:

2006 – 2016 – Pud For All Seasons

Makers of Traditional & Gourmet Puddings, Sauces & Chocolate Treats

- Customer Service
- Food Preparation
- Market Stall Supervisor & Operation
- Money Handling
- Packaging
- Sales
- Staff Supervision
- Stock Control
- Supply Ordering

2006 – 2008 Everyone Health and Fitness

Early childhood professional coordinator (occasional care)

- Ensure the smooth operation of the crèche
- Cooperatively work with customers, suppliers and other members of staff
- Staff the crèche
- Write and implement a crèche program
- Undertake termly evacuation practice
- Prepare invoices and follow up of any payment of invoices

Crèche Carer

- Care for children booked into the crèche
- Take crèche bookings
- Set up before, and pack up after crèche sessions
- Answer client questions
- Complete daily records

Suzanne McKindley

7 Newell Court, Campbells Creek 3451

Mobile: 0408 590 063

2000 – 2006 Merrifield's Early Childhood & Learning Centre

2000 – 2003 Castlemaine Continuing Education

- Early childhood professional coordinator (occasional care)

2000 – 2001 Chancery House – Bendigo

- Personal Care

2000 – 2004 Castlemaine Kindergarten

- Relief Kindergarten Assistant

1997 – Chancery House Bendigo Victoria

- Personal Carer

1981 – 2000 Victoria Carpets

Registrations & Licenses

- Working with Children
- Police Check
- Driver's License
- Basic First Aid

Personal Qualities

My range of experience has given me the opportunity to develop skills valued in the workspace.

- Adapts well to New Situations
- Attention to Quality & Detail
- Conscientious Worker
- Supervision of others
- Team player
- Undertake responsibility for training of others
- Well Developed Communication Skills
- Willing to Do 110%
- Work unsupervised

Education

2015 – VOCA

- Certificate IV in Processes Manufacturing
- Certificate IV in Food Processing.

2011 – Castlemaine & District Continuing Education

- ICT Skills for Work Intensive

2009 – Bendigo regional institute of TAFE

- Implement the Food Safety Program and Procedures

2003 – Bendigo regional institute of TAFE

- Diploma of Community Services (Children Services)

2002 – Bendigo Regional Institute of TAFE

- Certificates III in Community Services (Children's Services)

2001 – Bendigo Regional Institute of TAFE

- Certificate II in Community Services (Children's Services)

2000 – Bendigo Regional Institute of TAFE

- Certificate III in Food Processing (General Foods)

2000 – CHIRP – Castlemaine

- Emergency Asthma Management Community Workshop Program

1998 – TexSkills

- Cert II in Textile Production

1997 – TexSkills

- Cert I in Textile Production

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Community Activities

Current

- Blood Donor

Previous

- Coach Castlemaine Junior Cannons Basketball
- Assistant Modified Netball Skills Clinic (Net Set Go)
- Assistant Coach Castlemaine Cannons Squad Under 14's
- Coach Norwood Hill Netball Club
- Treasurer & President Castlemaine Married Ladies Netball Association
- Volunteer Assistant Castlemaine School Holiday Program
- Committee, Umpires Convener, Coach & Referee Castlemaine Junior Basketball Association
- Junior Coach West End Netball Club
- Junior Coach Castlemaine Indoor Cricket
- Chewton Netball Club – Junior Netball Coach

Hobbies/Interests

I have a high level of commitment to my family, friends and community, as is demonstrated in my sporting commitments. In balance, I also enjoy the focus and attention to detail afforded by tapestry and craft work. Also, enjoy walking, reading, Sudoku, old-time and new time Vogue dancing, galas balls dances, fashion and trying new food.

References

Work

Trish McClellan

Previous co-worker

0409 194 972

Julia Predavoc

Owner, Farm House Pantry

0422 836 455

Tracy Johnston

Previous co-worker

0437 447 561

Personal

Kelly Kellet

0401 618 534

Jeanette Ford

0435 121 002