

Example 1 Functional CV – Warehouse Operative

Chris Jones

84 Stable Lane, Holmewood
Leeds, LS4 2KK
Tel: (0113) 222 4545
cbjones@aol.com

PROFILE:

A self-motivated and hard working Warehouse Operative with experience in all aspects of warehouse and production work. Able to use own initiative and work as part of a team. Proven teamwork skills, including working effectively with others and utilising problem-solving skills to achieve team objectives. An effective communicator at all levels. Good level of fitness; experience of heavy-lifting, carrying, etc.

TEAM WORK

- Working effectively within a team of 40 on a fast-paced production line
- Supportive of colleagues and fellow team members, assisting where necessary/required
- Friendly, personable attitude with a positive approach to work and an ability to keep up morale

TARGETS:

- Driven individual and motivated to meet and exceed targets
- Work in unison with colleagues and fellow team members to achieve team and departmental targets
- Met or exceeded targets consistently for three consecutive years
- Work well under stress and demanding conditions, to ensure deadlines are met consistently

COMMUNICATION:

- Communicate effectively with supervisors and team members to ensure objectives are met
- Ensure communication within the department remains effective
- Good working relationships with all colleagues
- Excellent literacy and numeracy skills, along with computer skills. Ability to understand written and verbal instructions first time

Example 1 Functional CV – Warehouse Operative

EXPERIENCE:

2006 - Date	CLINTON FOODS WORLDWIDE LTD, LEEDS
	Warehouse Operative
	<ul style="list-style-type: none">• Picking and packing orders
	<ul style="list-style-type: none">• Taking deliveries of goods and supplies
	<ul style="list-style-type: none">• Moving stock around the warehouse, both by hand and by forklift truck
	<ul style="list-style-type: none">• Completing relevant paperwork
	<ul style="list-style-type: none">• General cleaning/housekeeping
2000 - 2006	PACKAGING UK LTD, LEEDS
	Warehouse Operative
	<ul style="list-style-type: none">• Picking and packing orders
	<ul style="list-style-type: none">• Stock taking
	<ul style="list-style-type: none">• Moving stock around the warehouse
	<ul style="list-style-type: none">• Cleaning
1995 - 2000	WALKERS CRISPS LTD, LEEDS
	Warehouse Operative
	<ul style="list-style-type: none">• Packing orders
	<ul style="list-style-type: none">• Loading deliveries
	<ul style="list-style-type: none">• Assisting with stock taking

TRAINING:

1995	Health & Safety; First Aid at Work
1996	Introduction to Warehouse Operations
1998	First Aid Refresher
2004	Team Working
2006	Effective Warehouse Operation

QUALIFICATIONS:

1998	Level 2 Health & Safety
2004	NVQ Level 2 Warehouse Operations
2006	NVQ Level 3 Warehouse Operations; Level 2 Storage and Warehousing

ADDITIONAL INFORMATION:

Driving Licence	Full; Clean
Forklift Truck Licence	Obtained 2004

INTERESTS:

Gym, football, fishing, playing drums
--