

# Peter Smith

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## Personal Profile

I am a motivated Manukau Institute of Technology carpentry graduate looking for full time employment in the building and construction industry.

My strengths include relevant experience, strong work ethics and dependability, my team work skills and a genuine interest in carpentry, building and design.

## Highlights

- Certificate in Carpentry (Level 4)
- 1 year experience working as a casual labourer's hand
- Full drivers licence and own reliable vehicle
- Outstanding attendance record whilst studying at MIT

## Key Skills

### *Practical skills:*

- Experience and training in the building and construction industry
- Competent in using a range of power and hand tools
- Good eye for detail
- Using a common sense and practical approach when working on a job

### *Team work*

- Committed team player for Smith High School 1<sup>st</sup> XV and know what it takes to make a successful team
- Innovative contributions to classroom projects (MIT) undertaken in team settings

### *Time management*

- Tight deadlines with tertiary projects and assignments means that I have had to manage my time to make sure that I get all my work done
- Referees will confirm my attendance and punctuality are reliable

### *Focussed and willing to learn*

- Clear career goal to focus on and work towards
- I am very willing to learn from colleagues and management to develop my skills and workmanship

## Employment

### Sales Assistant

2008 -2009

Video Ezy – Pakuranga

#### Key Tasks:

- Assisted customers in choosing videos and collected payment and gave accurate change
- Set up store displays, promotions of videos and assisted with stock-takes
- Issued customers with DVD's and checked that products were returned on time,
- Entered customer transactions in data base and called customers in regards to outstanding balances (overdue DVD's, Video's
- Restocking shelves with new or used products – rotating stock in bargain bins
- Maintained and cleaned store and responsible for closing down store in evenings

### Builder's Labourer (Casual)

2006 -2007

Smith Construction

#### Key Tasks:

- Checked to see that nails were punched in correctly on building framework and gib board
- Help construct and dismantle scaffolding
- Cleaned, oiled and maintained tools and equipment – changed blades on power saws and belts on sanders
- Assisted in site cleaning and placed rubbish in skip bins

## Education and Training

2008 – 2009

Manukau Institute of Technology

National Certificate in Carpentry - Level 4

2009

Red Cross

Full First Aid Certificate achieved

2004 - 2007

Smith High School

NCEA Level - Level 2  
English, Maths, Art and PE

## References

References will be provided on request