

CURRICULUM VITAE

Personal details of - **AIVARS (IVE) GULANS**

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Drivers Licence - Valid Western Australian "C" Class

Valid High risk work licence National Class "LF"

CAREER OBJECTIVE

To obtain a position of employment where my skills, experience & knowledge can be utilized to the very best of my abilities to serve my employer, their customers and the community.

KEY COMPETENCIES

- Experience working with the elderly, disabled persons and their families
- Sound knowledge in all issues relating to Occupational Health & Safety
- Management /team leader & supervisory skills
- Well developed interpersonal skills demonstrating honesty, reliability and politeness
- Strong verbal & communication skills
- Able to take a hands on approach to get the job done
- The ability to work effectively under pressure
- Can readily apply knowledge and skills to resolve a wide variety of problems
- Ability to train, mentor & assess
- 25 years experience in the building industry
- Advanced computer skills
- Ability to work co-operatively in a team environment & work unsupervised
- Resolutions of Conflict skills

PERSONAL ATTRIBUTES

- High standard of work ethics, diligent and hard working
- Reliable & dependable in meeting objectives
- Determined & decisive using initiative to meet and resolve challenges
- Quick learner with the ability to promptly implement new concepts
- Methodical, resourceful and rigorous approach to achieving tasks and objectives

TERTIARY QUALIFICATIONS

- **Cert IV. Training & Assessment**
- **Cert III. Transport & Logistics (Warehousing & Storage)**
- **Cert IV. Small Business Management**
- **Security Cert. Security & Investigations**
- **Diploma. Graphic Design**
- **Final Cert. Fitting & Machining**

OTHER QUALIFICATIONS

- **Construction Safety - Blue Card**
- **OHS Officer Representative Course**
- **High risk work -Forklift Operations**
- **Chemical Handling Certificate**

EMPLOYMENT HISTORY

2013 – Cont. **Capecare**(Busselton)

Position - Maintenance Officer/Manager Part-Time / Full-Time

Business Description- Aged Care Facility and Independent Living

- Ensuring all preventative maintenance for the complex is carried out in accordance to all OH and Safety requirements and to the policies of Capecare.
- Recording all maintenance tasks done, whether preventative or requested
- Liaising with residents and their families in a friendly but professional manner to resolve maintenance issues and/or their needs
- Receiving stock, checking and safe storage of supplies
- Chemical handling
- Liaising with contractors and suppliers servicing Capecare
- General waste and recycling management
- Traffic management and control
- Management of staff for work schedules

2010 – 2013 **Reece Plumbing** (Busselton)

Position - Senior salesperson/Manager of Ware house & Logistics Full-Time

Business Description – Civil & Plumbing Supplies

- Receiving and receipting goods inwards
- Keeping accurate records of goods inwards and deliveries on computer inventory
- Extensive customer service, sales, quotes and enquiries
- EFTPOS and banking procedures
- Liaising with suppliers and courier companies
- Suppliers and customer credits and returns
- Manufacturer credit claims
- Picking and delivering orders
- Daily cycle count and stock take
- Driver coordinator – planning delivery schedules and checking orders
- Forklift duties and daily safety checks
- Ensuring warehouse meets all safety standards
- Maintaining grounds/yard & store to OHS standards
- Maintaining weekly checks on delivery vehicles and related equipment
- Ensuring vehicles are booked in for their regular services when due

2004 –2010 TWP **Carpentry Services** (All areas)

Position - Owner/Contractor Full -Time

Business Description - Building/Construction & Property Maintenance

- Extensive customer service
- Construction/maintenance & repairs to all types of buildings & dwellings
- Designing works drawings & gaining building approval & related licences
- Completing all works/maintenance to BCA std & OHS regulations
- Bathroom & kitchen renovations
- Buildings, amenities and grounds maintenance
- Home renovations & additions
- OHS procedures are in place & enforced by all workers
- Ensure repairs and maintenance are carried out within appropriate time frames
- Concreting & paving (driveways, footpaths, house & shed slabs)
- Train & mentor employees on safe equipment use & safety onsite
- Overseeing of trades persons & liaisons with customers/suppliers
- Planning & implementing maintenance/building schedules
- Stock control & management
- Maintain plant & equipment to AS specifications

EMPLOYMENT HISTORY cont...

2008 – 2009

The Retail Therapy Guide – G Force Advertising (Bridgetown)

Position - Art Director/Manager Part-Time

Business Description - Advertising Catalogue/Graphic Design

- Illustration and graphic design of catalogues
- Art & design of logos
- Sales & marketing
- Layout & print preparation
- Liaising with printing companies, newspapers and other related suppliers
- Continual liaisons with clients
- Management of staff and senior sales representatives
- Finance control and management
- Scheduling, production planning & budgeting

2004 – 2006

Activ Business Services (Manjimup WA)

Position - Supervisor Full-Time

Business Description - Timber Manufacturing Division

- Caring, supervising, training & support of people with disabilities
- Assessing employees and implementing training programs
- Extensive customer service & liaisons with employee family members, related support groups & community
- Processing sales & sales enquiries
- EFTPOS & cash handling
- Designing & manufacturing of Jarrah & Marri timber products
- Quoting & scheduling manufacturing processes
- Production planning & scheduling
- Staff & employee supervision & training
- Maintaining all properties are secure & patrolled after hrs
- Regular OHS maintenance check of machinery/buildings & grounds
- OHS officer for Activ Industries
- Maintain up to date maintenance records
- Quality control & stock management

2001 – 2003

Colli & Sons Pty Ltd (Malaga WA)

Position - Sales Person/Trade Desk Supervisor Full-Time

Business Description - Timber/ Hardware & home wares

- Quoting customer projects
- Extensive customer service & sales
- Processing client orders
- Supervision of part-time/casual staff & delegating their duties,
- Stock management & control
- Assisting other staff in performing their duties
- Delegating duties to casual & part-time staff
- EFTPOS & cash handling
- Maintenance of building & stock storage area

OTHER EMPLOYMENT

C.J Holiday Contractor (Perth Region & South West)

Position - Sub-Contractor Full-Time

Clients: Plunkett Homes, Dale Alcock, Summit Homes Group, G.M Extensions, owner builders, various Real Estate Agents and private home owners.

- Roof carpentry
- Extensions & renovations
- Building maintenance & repairs
- Second fixing
- Concreting (house & shed slabs)
- Building & grounds maintenance

Secure Force International (Perth / metro)

Position - Security Officer Part-Time

Business Description - Security National & International

Clients - Government of WA - Trans Perth railway - Mirrabooka shopping centre

- General security (mobile & static)
- Insuring community safety & protection of clients properties
- Accurate & detailed writing of incident reports
- Liaisons with police & justice authorities
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- Trained in the safe use of protective propellants and personal defence

REFEREES AVAILABLE ON REQUEST