

Trent Venturini

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EDUCATION:

- **Holmesglen TAFE** 2017 – 2018: Completed Diploma of Leadership and Management
- **Chisholm TAFE** 1999 – 2002: Completed certificate 3 in Automotive car and light diesel vehicles
- **Salesian College** – Completed VCE

Certificates/ Licences:

- Forklift Licence
- Heavy Rigid Non-Synchro Licence
- White card

WORK HISTORY:

Ensign Laboratories April 2017 – 26th February 2020

Ensign manufactured and package cosmetic, pharmaceutical and food products in a variety of packages, also sub-contracting to other companies for a variety of services.

Formulator

Duties:

- Organising chemicals for Day shift, Afternoon shift and Night shift
- Microsoft word, Excel and email competent
- Cleaning and sanitising required equipment for use
- Completing work schedules on time
- Communicating breakdowns, product issues to Supervisor, Management and Engineers
- Complete PM tasks (Preventative Maintenance) monthly
- Completing GMP annual testing and other safety requirements as required
- Training and Mentoring new employees

Ensign Laboratories November 2015- April 2017

Line Setter

Duties:

- Setting up the production line and maintaining functionality
- Completing changeovers
- Sterilizing equipment
- Communicating breakdowns, product issues to Supervisor, Management and Engineers
- Adjusting equipment as need to meet QA requirements
- Completing PM's (Preventative Maintenance) on a monthly bases

Achievement:

Promoted to Formulator, passing all GMP and safety requirements.

RUAG Australia 2013 - November 2015

RUAG manufactured and repaired aircraft components for current and future aircraft for Boeing and military departments.

Engineer Assistant

Assisted aircraft engineers in repairing and overhauling landing gear, brakes, and other component's on a variety of aircraft. Organised machining and plating of components for aircraft and train components for reassembly.

Brighton Ford 2012- 2013

Brighton Ford is a dealership that only specialised in Ford products and services.

Service Advisor

Duties:

- Greeting customers and confirming servicing requirements for each customer each day
- Informing customers and fleet companies on additional work required and job completion
- Resolving customer complaints and issues
- Phone bookings and enquiries
- Quoting additional repairs and up selling services
- Organising contractors

Mechanic

Total Car Care 2009 – 2011

Total Car Care was a family owned business that dealt with a wide variety of vehicle for servicing and maintenance on petrol, diesel and gas components and systems.

Duties:

In absence of owner I ran the workshop, opened and closed on weekdays and weekends.

- Parts & stock ordering
- Sales (Products & Services)
- Customer service
- Mentoring apprentice
- Quoting services and repairs
- Phone bookings

New Oak Ford 1999 – 2009

New Oak Ford was a ford a dealership that only specialised in Ford products and services.

Mechanic/ 2IC

Completed a four year motor mechanic apprenticeship,

Became 2IC at a Satellite Centre where I ran day to day operations in absence of site manager from opening and closing, while organising workshop priorities and contractor for repairs, continuous customer service, logistics, quoting, up-selling and costing.

- Phone bookings
- Resolving customer complaints and issues
- Sales (Products & Services)
- Parts & stock ordering
- Mentoring apprentices

Referee:

Murry Marsh – H.R – Ensign Laboratories - (03) 9550 1500

Chris Konings – Supervisor - Ensign Laboratories - 0433800704

THIS IS TO CERTIFY THAT

Trent Venturini

HAS FULFILLED THE REQUIREMENTS FOR THE
BSBS11515

Diploma of Leadership and Management

AWARD NUMBER: 100000201

DATE OF ISSUE: December 2019



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