

# Joe Bloggs – Resume

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## Contact Details

**Name:** Mr Joe Bloggs  
**Address:** 22 Smith Street  
Smithsville VIC 3233  
Australia  
**Home Phone:** 03 9555 5555  
**Mobile:** 0415 555 444  
**Email:** [jbloggs@hotmail.com](mailto:jbloggs@hotmail.com)

## Qualifications/Licenses

**Qualification:** Hold current Plumber & Gasfitter License

**Qualification:** Certificate II – Plumbing & Gasfitting  
**Institution:** RMIT  
**City/Country:** Melbourne, Australia  
**Completed:** 1987

**Qualification:** Victorian Certification of Education (VCE)  
**Institution:** Brandon Park Technical School  
**City/Country:** Melbourne, Australia  
**Completed:** 1984

## Work History/Experience

### ABC Plumbing Pty Ltd

**Position:** Plumber

**Start Date:** Jan 1994

**End Date:** Current

**Responsibilities/Achievements:**

- Successfully managed a team of four and was responsible for managing and allocating maintenance calls to staff.
- Performed all aspects of general domestic and commercial plumbing and air conditioning to a very high standard.

- Achieved excellent quality and customer service results by implementing processes to ensure quick turnaround of calls and appropriate quality checks.

## **XYZ Plumbing Pty Ltd**

**Position:**           **Apprentice Plumber/Plumber**

Start Date:           Jan 1988

End Date:             Dec 1993

Responsibilities/Achievements:

- Performed all aspects of general domestic and commercial plumbing and air conditioning as required whilst completing an apprenticeship in Plumbing and Gasfitting.
- Specialised in air conditioning maintenance.
- Achieved excellent job turnarounds on call out jobs increasing productivity by 25%.

## **Professional Memberships**

Member: Master Plumbers of Australia

## **References**

**Mr Jim Smith**

**Title: Workshop Supervisor**

ABC Plumbing

123 Plumber Street

PLUMBSVILLE VIC 3333

Ph: 03 9888 4555

Mob: 03 9555 4444

**Mr Tom Thumb**

**Title: Company Owner**

XYZ Plumbing

1 Plumber Street

PLUMBSVILLE VIC 3333

Ph: 03 9888 4558

Mob: 03 9555 4449