

# Richard Hulston - Warehouse Operative

richardhulstonuk@gmail.com

## PERSONAL STATEMENT

I have 7 years of experience in Warehouse work. In my Warehouse Operative role, my attention to detail was perfect. Meeting deadlines and keeping to timescales has been a major part of my roles throughout my work history.

## EXPERIENCE

Category	Sub-Category
Working with	The public In a team Colleagues at all levels
Communication skills	Listening In person Using telephone Email
Supervisory skills	One to one training on systems
Organisation skills	Prioritising workload
Practical skills	Manual handling Moving equipment

## WORK HISTORY

Job Title	Employer	Location	Dates
Office Assistant Main Duties: Cold calling, dealing with multiple email accounts (Outlook 2016, Hotmail etc.), booking appointments, updating systems (Excel 2016, Access 2016 etc.). Liaising with the office manager, canvassers and clients.	Ashby Soden	Ashby Soden Manor House Manor Lane Halesowen West Midlands B62 8PU	10/2017 – 07/2018
Business Support Main Duties: Taking calls for managers. Dealing with emails (MS Outlook). Use of (Excel, Word, and Access). Data Input/Data Quality. IT Support. Developing databases/online forms. Dealing with visitors. Working with customers and colleagues up to director level.	Dudley MBC IT	3-5 St. James's Road Dudley West Midlands DY1 1HZ	09/2000 – 05/2017
Administrative Assistant Main Duties: Dealing with tel. calls. Typing reports/letters etc. Use of email and updating databases. Dealing with visitors.	Dudley MBC Social Services	Inspection Unit Arcal Street Sedgley West Midlands DY3 1TG	12/1993 - 09/2000
Forklift Truck Driver	Makro	Pitcairn Drive Halesowen West Midlands B62 8AZ	11/1990 - 12/1992
Warehouse Operative/Forklift Truck Driver	Hand Tools Distributors	Folkes Road Hayes Trading Estate Lye, Stourbridge West Midlands DY9 8RG	01/1987 - 11/1990
Taker in - Trainee Glass Blower	Stuart Crystal	High Street Stourbridge West Midlands DY8 4AZ	09/1986 - 12/1986
Engineer	Government Scheme Placement	Halesowen Road Cradley Heath West Midlands B64 5LS	06/1986 - 09/1986

## **EDUCATION**

<b>Qualification</b>	<b>Grade</b>	<b>Date</b>
ECDL	PASS	09/2005
Business Administration	NVQ 2	04/2000
RSA Typewriting 2	Distinction	05/1997
RSA Typewriting 1	Distinction	03/1996
Business Administration	NVQ 1	10/1994
Information Technology	NVQ 1	02/1994
English	GCE E	06/1984
Maths	GCE E	06/1984
History	CSE 3	06/1984
Science Physics	CSE 4	06/1984
Science Chemistry	CSE 4	06/1984
Religious Education	CSE 3	06/1984

## **SKILLS**

<b>Subject</b>	<b>Date</b>
Equality & Diversity Essentials	02/2012
Stress Management & Absence Briefing	02/2008
Skills & Relationships -Taking Stock	01/2003
Disability Equality Practical Issues	01/2002
Manual Handling of Loads (Objects)	06/1998
Managing Pressure	11/1996
Time Management	09/1996
Customer Awareness	10/1995

## **PERSONAL INTERESTS**

I enjoy birdwatching, wildlife and the outdoors.

## **REFERENCES**

References are available on request.