Ines Varga-Lowe

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SUMMARY

Night operations lead running a freight dock with 14 people on the roster. Cut late departures from 31 a month to 9 by changing the pick waves and the shift handover.

EXPERIENCE

Jul 2023 – present — **Operations Lead, nights**

Quillmoor Freight, Corio depot

- Run the night dock with 14 people on the roster.
- Cut late departures from 31 a month to 9 a month by December 2023, by moving pick waves earlier and adding a one-page handover sheet (dispatch log).
- Prepare the monthly overtime forecast for the site's budget owner.
- No lost-time injuries on my shift since July 2023. All 4 near-miss reports last year closed inside a week.

Mar 2021 – Jul 2023 — **Shift Supervisor**

Quillmoor Freight, Corio depot

- Floor lead for the move from paper pick slips to handheld scanners; IT did the system side.
- Wrote the new-starter checklist used by everyone who has started since 2022.

Feb 2017 – Feb 2021 — **Stores Officer**

Brackenfield Hospital Supply, Geelong

- Looked after the stockroom for 3 wards and placed their weekly orders.
- Started a weekly count of expiring stock to reduce what was being thrown out.
- Trained 2 casuals on the ordering system.

EDUCATION

2016 — **Diploma of Logistics**

Westgate TAFE

CERTIFICATES AND TRAINING

- Forklift licence and HR licence, both current.
- Two-day Lean Yellow Belt introduction, 2022.

SKILLS

Tools — Excel (forecasts, pivot tables), handheld scanner systems, ward ordering systems.

Fictional sample. This person, these employers and this job are invented.