

Curriculum Vitae

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Work History:

1987-1991  [Aakland Chemicals](#) (Chemical manufacturer)

I started this job after leaving school back in 1987. Initially I was employed as a general hand doing store-work and deliveries etc. Eventually I became the batch-maker making all the products from detergents and disinfectants to heavy acid and alkali cleaners. I was then able to turn what I did into a sole charge factory position and became fully responsible for the Manufacturing and Logistical roles of this small business.

1991-1993  [Kaban Industries](#) (Food and chemical manufacturer)

I went directly from Aakland Chemicals to Kaban after successfully applying for a Situations Vacant ad out of 'The Press'. My title was that of Batch-Maker. I was making everything from soft drink and cordials to shampoo and dishwashing liquid for the mostly house brand grocery market. This took a certain amount of quality control, care and time management. When I wasn't batch making I was helping out in the store or undertaking regular stock-takes.

1993-2002  [Invensys Energy Systems](#) (Previously Swichtec now PowerWare) (Electronics)

I went directly from Kaban to Invensys after sending them my resume early in 1993 via my cousin who was a founding company member. I started work in the manufacturing area. From here I made a move to the Store which was a much more mobile job with some variety attached. I spent most of my time in the Store up until early '99 except for an 8-week rotation to Purchasing to learn more about the procurement process and lend a helping hand. During my time in the Store I was able to pick up many of the skills needed to make a Store work and the processes involved. Obtaining these skills helped me to acquire my Stock Auditor/Controller position. I believe I obtained the role due to my pro-activity in looking for better ways to do things and my general work ethic as a whole.

For this position my brief was to raise and then ensure stock accuracy for a number of sub-inventories, reduce and chase shortages for the same and be responsible for all the stock in the Main Store supplying these areas. As I was the first Stock Auditor/Controller the company had I pioneered the role and grew the position into an important cog within the organisation to enable production to focus on producing, not worrying about other peripheral issues such as where, when and how they were getting their parts which was most certainly the case up until that point.

After my initial successes I was given the task of setting up an entirely new Store within the factory itself to house certain high-value and critical items. I managed to do this successfully from scratch and a minimalist budget as well as creating clear, well-defined supplies lines from this area into the other parts of the factory. These processes were all aligned to the computer system or vice versa. Added to this I was able to implement company methodologies and strategies such as 5S, Lean Enterprise and Kanban (card supply system) into my particular store quickly and efficiently and maintain them. I would rate these necessary changes a total success, which reduced a significant amount of stress through pretty much all parts of the organisation.

Following on from these changes I was now in a position to create processes for the manufacturing areas under my stock control in terms of what was needed to maintain stock accuracy. These processes needed to happen to enable true stock accuracy to become possible and to be maintained. This led to some opportunities to make other small improvements to the manufacturing part of these processes. A lean enterprise mindset and 5S were two tools I used to help me be successful in these particular tasks.

During my time at Invensys I also picked up a good understanding of the nuts and bolts of how a business works, pretty much from Sales through to despatch of the product. I have gained a lot of confidence in my personal abilities from my time at Invensys, and I do feel quite strongly that I have gained a good base as to what is actually required to run a business on a day-to-day basis and how to make it as profitable as possible from an efficiency and reduced wastage perspective.

Other areas I have worked on and gained experience in were useful things such as Bills of Materials, quality and supplier issues, populating many fields within the Oracle computing system, stock-takes (cycle counting) and completing thousands of transactions.

I left Invensys in October of 2002 to pursue further training opportunities after the company offered voluntary redundancy for 60 staff late in 2002.

2003 March to May - 12 week Computer Programming course – [ATC Training Institute](#)

I undertook this course to learn more about how software and databases in particular work and what is possible in this area. My main reason for choosing this course was to get schooled up in databases to allow me to be aware of the possibilities for extracting information from a business computing system.

Extracting information, packaging it, using it effectively especially for efficiency gains and keeping a system tidied and up to date are my reasons for this as data and data analysis are a keen area of interest to me. I believe generating the correct reports and KPI's are absolutely key to keeping a system accurate and allow a clear picture to be shown of how certain aspects of a business are performing.

2003 May-July – [Solid Energy Purchasing Helpdesk Role](#) (NZ Coal mining)

I worked at Solid Energy in a Helpdesk role on 9 week fixed term contract after sending them my resume some 3 months earlier after noticing they were using the same version of Oracle as I had used at Invensys.

The nature of the role was to help smoothen the implementation of a new computer system, being Oracle, for the Purchasing and Stores staff at the various sites around the country.

Tasks included training staff on how to use certain options within the Purchasing module, allocating system errors to the relevant personnel, rectifying certain system errors, creating stock items and the like on the system and populating many of the purchasing fields of the Oracle system.

2003 July to December -  22 Week Business Applications course –
[ATC Training Institute](#)

I completed this course and gained my Diploma in Business Applications. The course content included:

- ❖ **MYOB Introduction to Computerised Accounting**
- ❖ *Communication Modules:* - including.
- ❖ **Customer Service**
- ❖ **Group Problem Solving**
- ❖ **Public Speaking**
- ❖ *MicroSoft Office:*
- ❖ **Excel** **Macros, Formulas, Functions, Tables, Hyperlinks, Templates, Charts**
- ❖ **Word** **Tables and Formulas, Templates, Mail Merge, Formatting, Macros**
- ❖ **Access** **Create Tables, Queries, Forms and Reports, Relationships, Filters**
- ❖ **Publisher** **Create Newsletter, Flyer and Brochure**
- ❖ **PowerPoint** **Create presentation**
- ❖ **Outlook** **Setting up Outlook for business use**
- ❖ **Internet** **Internet search options**
- ❖ **Other** **Files/File management, Data integrity, Security, Back-ups, Hardware**

This course was very worthwhile from the point of view of re-affirming my knowledge, filling in the blanks, teaching me new skills and making me aware of many of the possibilities of these enjoyable programs.

2004 Feb – End of May  [Medlab South](#) Christchurch **(Blood lab and testing)**

I worked at Medlab for 3 months to cover for the absence of an employee on extended annual leave.

Tasks included:

Purchasing of stock items via Internet, fax and telephone
Receipting Inwards goods
Receiving calls and enquiries from surgeries and suppliers
Preparation and despatch of orders to surgeries and other Medlab facilities throughout the South Island
Internal supply of stock items within Medlab Christchurch
Collating monthly stock costings for provincial Medlab facilities - including Excel spreadsheet creation to collate these.
Completed one-off full stocktake of the store
Light building maintenance

During my short time at Medlab I performed my role in a non-computerised, manual environment based on personal telephone requests and enquiries.

As well as the described tasks outlined I completely tidied the store to make it practical and efficient as well as updating inaccurate documentation where possible. I also shared ideas with management on possible improvements to aspects of their stores operation.

2004 Sept – March 2005 ✨ [Biolab Ltd](#)

(Laboratory supplies and service)

I was employed at Biolab in a Warehousing role with the clear understanding that I had a free hand to make process and general improvements to the operation where possible. There were plenty of opportunities to make positive changes and I believe I did a pretty good job making things work better, particularly in relation to the efficiency of the warehouse. Whilst I was there customer delivery performance went from sporadic to a 24-36 hour turn around time from placement of order to delivery to customers within the South Island. I was also able to provide good data in regards to staffing levels within the warehouse and potential savings there by the improvements that I had made. I also contributed in regards to Health & Safety improvements and minimising wastage as well as a number of other areas. I left Biolab to seek work more akin to my overall career ambitions which are in the accounts field and databases.

2005 March – March 2006 ✨ [Ravensdown Fertiliser Co-operative](#)

I was employed at Ravensdown in the role of Stores/Purchasing Co-ordinator and Inventory Database Administrator, based in the Maintenance Engineers Workshop. Part of my brief was also to oversee and implement the internal workings of the new Engineers Store, which was to be built in mid 2005, but never occurred. I also supplied general Administrative support to the Maintenance Crew of 8 full time Engineers and Fitters. This was a 12-month contract in a newly created position, which has now been dis-established due to the financial performance of the company during the previous financial year and sluggish forecasted sales in the future.

Keys tasks included:

- Answering the phone and running the general operations of the workshop/store, apart from resourcing
- Purchasing of Stock Items, sourcing parts, obtaining quotes and updating prices
- Ordering of Services such as Cranes, Scaffolding and Hire equipment from Works Requests forms
- Transferring Invoices into Purchase Orders incl. Prices, Cost Groups and Work Order Numbers
- Transferring Contractors Invoices and Timesheets into Purchase Orders
- Receipting Purchase Orders

Inventory Database:

- Assessment/ Identify Issues/ Correct System/ Ongoing Maintenance/Document/Set-up and Populate Functions/Identify System Improvements

The Inventory Database correction and set-up was a huge and important task due to the fact that the person/people using the system before me were fairly computer illiterate, had been poorly trained with little guidance, and had no worthwhile documentation to refer or adhere to. As a result the database needed a serious amount of assessment, tidying and updating. There were also other factors impacting which had to be dealt with. The Maintenance and Management system they are using has only been in operation for about 18 months and has a fair number of issues, many of which I am highlighting, and offering alternatives and robust suggestions for improvement. These suggestions were based on my experience of actually using the system on a nearly 100% basis daily, plus past experiences in similar roles. The database tidy-up, the purchasing/sourcing and the invoicing were about 95% of the role.

Other tasks included some tidying of the current store, stocktaking of Class A items, running the auto replenishment report which I had to populate, classifying item types, implementing cycle counting procedures and a whole raft of issues to do with running of an efficient store and all the related information in the database. Documenting all the processes I used was also a focus latterly in my contract, but not to the standard I would have liked.

I would assess a total timeline of 2 years to be totally successful in getting everything to where it needs to be. Unfortunately I only had 12 months.

2006-now-current ✨ [Majestic Vending](#)

I have worked 8-12 hours a week for a vending machine company from about 2006 and still do the role to this day. It suits the lifestyle and what I have been trying to achieve over the last couple of years. The role entails ordering and collecting the stock, planning the run, reading and recording the machine data, restocking the machine, removing and sealing the cash, clearing the machine and recording all the sales and data etc on to excel spreadsheets. Essentially I take care of all the business apart from the accounts aspect.

I quite enjoy the job due to its low impact nature, variety and the chance to visit many different premises and meet many different people in the hospitality trade.

2007 (Feb to July) ⚡ [Woolston Club](#)

I undertook work experience at the Woolston Club from February to July of 2007 to round off my skills a bit more in regards to office administration as that is where I would like to move to ideally, specifically accounts as I want to learn about the financial side of a computer system to complement my inventory knowledge. Specifically the functionality of a major system is the ideal to allow me to understand what is available within one of these larger systems and the data extraction possibilities.

I have had exposure to most of the financial aspects of the business and learned the payroll program and gaming process to a high level of understanding, as the trade off for the work experience was to create work instructions for these processes which I achieved.

Exposure included accounts, cheques, cash handling, financial data input, payroll, mail merge, membership database etc.

2007-2008 ✨ (Aug to Feb) [Fresh Connection](#)

I worked as a HT driver for Fresh Connection to fill in the gap between my course start and the end of my stint at the Woolston Club.

The job entailed doing vege deliveries around chch starting at 4am each day, which wasn't too bad for the time of year being the warmer months.

The job was fairly low impact with planning, customer interaction and taking care with the product as key features.

I was reliable, accurate and I like to think solved a few headaches for them for these reasons.

2008-09 ⚡ [Vision College Website Design Course](#)

I undertook this course simply for the reasons of being able to create my own websites, for my own ideas as well as to add to my CV a little further. Also furthering my future employment options was a factor. Just the enjoyment of learning handy packages such as Photoshop, Flash and being able to understand, write and manipulate background coding was also a reason I undertook the course.

I do not have any intention of a career as a web designer, as I would need a lot more education but I do now have enough knowledge to build websites up to a certain standard, which is what I was after from the course.

Educational Qualifications:

6th Form Certificate passes in the following done at Night-School

- ❖ Maths
- ❖ English
- ❖ Chemistry

Other Qualifications/Courses completed:

- ❖ [Diploma in Business Applications](#)
- ❖ Completed Microsoft Word Courses - Intermediate
- ❖ Completed Microsoft Excel Courses - Intermediate
- ❖ Completed Team Member Training Course
- ❖ Completed 2 Day Inventory Management Course
- ❖ Attended [Oliver Wight](#) MRP11 Class A course
- ❖ Attended 6 Day [Six Sigma Green Belt](#) Training Course (relating statistics to process improvement using measures)

Other Skills:

- ❖ Practical experience in [Lean Enterprise](#) Methodology
- ❖ Practical experience in [5S](#) Methodology
- ❖ Practical experience in Team Member Philosophy
- ❖ Practical experience in [Kanban](#) supply methods
- ❖ Excellent Knowledge of [Oracle](#) Computing System(s) and general workings of a network system
- ❖ Everyday Database use in Inventory/Purchasing/Bills of Materials/Master Items/WIP Oracle Modules
- ❖ A general talent for identifying process errors and finding possible solutions
- ❖ HT and Heavy Trailer licences
- ❖ Forklift licence and OSH certificate

Personal Qualities:

I like to think of myself as a reliable, focused and self-motivated individual.

I have a pro-active can-do attitude and I take much personal pride in my work.

I am both results and detail orientated and I have always possessed the ability to prioritise and manage my time effectively.

I have gained much confidence in my abilities through my experiences and seeing how others can often do things.

I like to think I am a courteous and balanced individual who can see both sides of any issue that may arise and handle it in the apt manner.

Other Interests:

Play Competition and Tournament [Pool](#) & [Snooker](#)
Member of [Canterbury Snooker](#) Committee
Golf & Sport in general
[Texas hold'em Poker](#)
Computers
Current Events International and Local

Referee's

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|------------------------------|---|-----|--------------|
| Glen Johnson | Majestic Vending (current) | Ph. | 0800-836-348 |
| Robert Batt | Maintenance Manager Ravensdown Fertiliser | Ph. | 03 3440-800 |
| Carol Cameron | GroupLeader Magnetics Invensys. | Ph. | 027-2744-031 |

Any further information available on request
