

Jonathon Ballantyne
11 Ryan Avenue Havelock North, Hawke's Bay
Ph: (06) 786-5432
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Personal Statement:

I am a punctual, honest, and reliable person. I consider myself to be hard working and enjoy learning. I am seeking an apprenticeship having successfully completed a pre-apprenticeship programme. My ambition is to become a recognised builder of quality crafted homes and public buildings.

Career Objective:

Building Apprenticeship

Qualifications:

20** NCEA 1

20** Certificate in Carpentry, EIT Hawke's Bay

Work Skills and Experience:

People and Communication skills:

- Good communication skills both written and oral
- Ability to relate to a variety of people of varying ages and backgrounds
- Work cooperatively with others to ensure tasks achieved

Customer Service Skills:

- Experience dealing with customers and their general enquiries; face to face and telephone inquiries
- Excellent customer service focus

Trade Related Skills:

- Good understanding of Health and safety issues
- Able to carry out calculations related to the building industry
- Competent in preparing foundations including sub flooring and reinforcing steel and mesh
- Able to erect wall framing and beams
- Knowledge of erecting concrete form work
- Good understanding of roof construction
- Able to line exteriors and interiors
- Able to interpret plans and specifications and quantity lists
- Knowledge and experience building retaining walls
- Able to use a variety of hand and power tools

Work History:**20** - 20*******Smith Building Supplies******Hastings***

Retail Sales

Responsibilities:

- Customer Service with builders and general public
- Quotations for materials for customers
- Arranging delivery of materials

20*****Smith Building Supplies Framing Division Hastings***

Assistant Carpenter

Responsibilities:

- Reading & interpreting plans
- Setting computerised cutting platform
- Assembling framing
- Arrange delivery with contractor
- Completing schedule for payment

20*****Avery Building Company***

Completed Carpentry Work Experience

2 days per week for 34 weeks which covered:

- Foundation work
- Erecting Framing, beams and trusses
- Exterior & interior cladding
- Building retaining walls

Interests:

- Football
- Windsurfing

Referees:***Jack Gary***

Plowman Road

Kauri Point

Havelock Nth

Relationship: Building Supervisor, Avery Building Company

Ph: (06) 844 5344***Charlie Downs***

Smith Building Supplies

Hastings

Relationship: Former employer

Ph: (06) 844 5788