

NINA HARTLEY

| Mobile: 0409 164 049 | Email: nina99@techno.net.au

CAREER PROFILE

An experienced, safety-focussed and efficient A class Electrician, with a strong background in the Industrial, Commercial and Domestic sectors. Skilled at performing a wide range of electrical work, such as wiring/re-wiring and installing electrical equipment; alterations; repairs; adding/removing circuits; testing and tagging; and shutdown/breakdown maintenance. This includes training in running HV cables; pneumatics; working with explosion proof cables (SWA), motors and fittings; and PLC and PDL, fault finding and hazard identification training. Committed to ensuring all electrical work and projects are delivered on time, within budget and in accordance with client, quality, safety and compliance standards. A collaborative team player who possesses exceptional interpersonal, verbal and written communication skills.

KEY SKILLS

- **Electrical Acumen & Experience** - extensive industry experience on various Domestic, Commercial and Industrial projects, with demonstrated success at performing a wide range of high-quality electrical work.
 - **Interpreting Technical Plans/Drawings** - proficient at reading, understanding, revising and interpreting electrical schematic drawings.
 - **Safety Focused** - maintains a 100% injury/incident free safety record as a result of ensuring all workplace health, safety and environment policies, procedures and compliance standards are adhered to at all times.
 - **Accuracy & Attention To Detail** - possesses a keen eye for detail and delivers all electrical work to the highest quality and safety standards.
 - **Physically Fit & Adaptable** - healthy, fit and physically capable of completing manual labour, standing for long periods of time and working in high-risk, challenging and confined environments.
 - **Strong Work Ethic** - consistently demonstrates high levels of professionalism, drive and integrity, with a track record of success for delivering quality workmanship and service excellence at all times.
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EDUCATION

1999 Certificate III in Electrical (Electrician), Box Hill Institute of Tafe

1989 Victorian Certificate of Education (VCE), Footscray Technical Secondary College

TRAINING / QUALIFICATIONS

- Elevating Work Platform Use & Escape
- Power Awareness
- Traffic Management
- Motor Control Fundamentals & Motor Control 1
- Electrical Installation Testing Training Program
- Electrical Contractors Registration Course - Commercial
- Lighting for Living Training Program
- Work Safely In The Construction Industry (White Card)
- Construction Wiring

CAREER SUMMARY

DATES	POSITION	ORGANISATION
Apr 2017 to Present	Electrical Contractor, Sole Trader	Nina Hartley Electrical Contractor
Jul 2016 to Oct 2017	Electrical Sub-Contractor	Right Connection Electrical
Feb 2003 to Jul 2016	Licensed Electrical Installation Worker	Nina Hartley LEIW
Jan 2002 to Feb 2003	Electrical Tradesperson	Contech Electrical Pty Ltd
Dec 2001 to Jan 2002	Electrician	MAC Electrics (AUST)
Jul 2001 to Aug 2001	Electrician	BAUMANN-STA
May 1996 to Apr 2001	Apprentice Electrical Mechanic	Outer Eastern Training Group, VICTEC Group Training & Searlec Automation

EMPLOYMENT HISTORY

Electrical Contractor, Sole Trader, Nina Hartley Electrical Contractor

Apr 2017 - Present

Responsibilities

- Deliver high quality services to clients by understanding their requirements, budgets and timeframes. Scope electrical work required, including assessing safety issues (e.g. old wiring, fuses instead of circuit breakers, flat metal roofing etc.) and ensure constant communication with clients.
- Perform all aspects of Domestic and Commercial electrical work and maintenance:
 - Test and isolate prior to commencing any electrical work.
 - Wire and install electrical equipment such as indoor/outdoor lighting and power, smoke detectors, sweep fans, exhaust fans, heat/light/fan combination units, sensors, downlights etc.
 - Select correct cable size/circuit protection, cable support and fixings. Drill or cut holes for cable access/accessory mounting.
 - Add or remove circuits at switchboards and install or replace new circuit breakers and RCDs.
 - Replace worn oven elements.
 - Remove old accessories and wiring.
 - Check all completed work prior to energising, and test and operate equipment to ensure it all works as expected and is safe.
 - Provide clients with a Certificate of Safety and invoice on completion of work.
- Adopt safe work methods and practices, including testing and securing tools and equipment and wearing of appropriate safety gear.
- Maintain strong relationships with suppliers to source cost-effective equipment and/or accessories on behalf of clients.

Key Commercial Projects:

- Blooms On Bentons (florist) - completed all re-lamping in the shop.
- Peninsula Children's Shoes - disconnected and ensured any equipment/lighting/power no longer needed was safe and secured.
- Tootgarook Wetlands Cottage (BnB) - replaced stair lighting and re-lamp under cabinet lighting to kitchen.

Achievements

- Maintain high levels of client satisfaction by ensuring the delivery of service excellence at all times which has resulted in ongoing referrals and repeat business.
- Perform all duties to the highest quality workmanship, safety and compliance standards which has resulted in zero workplace injuries, call-backs or job defects.

Electrical Sub-Contractor, Right Connection Electrical

Jul 2016 - Oct 2017

Responsibilities

- Integral member of a team of female Electricians covering Domestic and Commercial works across Melbourne.
- Established and maintained strong relationships with clients by understanding and responding to their requirements.
- Worked according to plans/schedules and to standard, ensuring safety of self, clients, colleagues and other contractors was a priority.
- Performed a wide range of electrical work, including:
 - Domestic: rewiring, repairs, additions (lighting and power), kitchen renovations (add/remove wiring and GPO's, lights, sensors, fans, oven and stovetop installation) etc.
 - Non-Domestic Residential: new multi-storey apartment construction (wiring for lift, power and lighting and control/data wiring), boarding house maintenance, repairs, lights and power etc.
- Liaised with clients, contractors and other trades people on site and prioritised work as required.
- Supervised and trained apprentice Electricians.

Achievements

- Instrumental in achieving high levels of client satisfaction by ensuring work produced exceeded customers' expectations and was delivered in time and within budget.
- Maintained an excellent safety record.
- Supported and promoted female participation in a non-traditional role.

Licensed Electrician Installation Worker, Nina Hartley LEIW

Feb 2003 - Jul 2016

Responsibilities

- Performed a wide range of Domestic electrical work and maintenance, including installing sweep fans, exhaust fans, fan/heat/light combination units, indoor/outdoor lighting and power (including PIR and motion sensors), smoke detectors, timer switches, ovens etc.
- Ensured high-quality, safe and compliant services and work was delivered at all times to maintain high levels of client satisfaction.

Achievements

- Operated solely through word-of-mouth referrals and recommendations as a result of producing quality work that was always of the highest standard.
- Complied with safe work practices and methods to ensure a zero injury rate.
- Successfully completed multiple courses and training to demonstrate currency.
- Worked effectively independently with no supervision.

Responsibilities

- Performed general installation and maintenance, as well as scheduled machine shutdown/breakdown maintenance on a wide range of machinery/equipment, including:
 - Inspecting, cleaning and changing brushes of DC motors.
 - Inspecting, cleaning and maintaining 'rack out' systems.
 - Cutting and threading steel conduit using taps and dies, as well as drill and tap threads for bolts.
 - Installing/removing cabling (building and machinery) for both projects (e.g. Cobden dust extractor project and main line conveyor upgrade) and maintenance.
 - Building exit and emergency lighting maintenance (check position, operation, repair or replace) and general lighting around the factory.
 - Testing and tagging all extension sets, power tools etc.
 - Maintaining office lighting (clean, test, re-lamp).
- Obtained experience in:
 - Working with thermocouples, P.E. (photoelectric) sensors, reed switches and other proximity switches, sirens, flashing lights, flood lighting, security lighting, level probes, solenoid valves, selector switches, emergency stop buttons and indicator lights on control panels.
 - Running HV cables to motors.
- During scheduled machine shutdowns, ran temporary supplies and ensured lock out/tag out device was properly installed where necessary and personal contact details were up to date.
- Complied with all workplace health and safety policies and procedures such as inspecting EWP and harness each day before use; isolating, testing and proceeding with work; alerting machine operators or other relevant staff of presence in their area; and ensuring all PPE and safety precautions were in place.
- Part of the team who repaired fire and/or water damage around the plant.
- Attended monthly safety meetings for updates, and relevant training or information seminars offered.
- Logged work into computer system and completed periodic certificate of safety (as required).

Achievements

- Completed post-apprenticeship training, including Motor Control Fundamentals and Motor Control 1, and obtained EWP licence.
- Received on-the-job training in PLC and PDL, fault finding, hazard identification and training on machines in different areas of the plant.

~ Employment details pre-2002 are available upon request ~

REFERENCES

Referees are available upon request