

# RÉSUMÉ OF STEPHEN PLUSTWIK

## CAREER OBJECTIVE

I seek to engage, develop and extend my abilities and skills—and challenge myself to learn and adopt new skills and abilities—to make a unique, substantial and valuable contribution to the open and progressive organisation that I join.

## KEY STRENGTHS

- ✓ I like and am interested in people.
- ✓ I enjoy working together on a shared target.
- ✓ I am a problem-solver and am highly autodidactic.

## EDUCATION

Mar 2004 to Jun 2009 : Bachelor of Arts (Theatre–Drama and Spanish)  
La Trobe University (School of Humanities and Social Sciences)  
Melbourne Campus (Bundoora VIC)  
Course Weighted Average Mark (WAM): 74.458 (Distinction)

## EXPERIENCE

Apr 2022 to present : Office Clerk  
Jigsaw Australia  
Abbotsford VIC

- Inventory: auditing or taking stock of the contents of an unprocessed archive box; entering this in a database.
- File management: preparing pages for scanning; unfolding sheets, removing staples and isolating sticky notes.
- Scanning: in often creative ways, digitising the material with different scanning hardware; problem solving.
- Quality control: parallel comparison with the source material; eliminating errors that escaped the initial steps.

Aug 2013 to Apr 2019 : Editor and Desktop Publisher  
Self  
Greensborough VIC

- Initial digitisation of a book through scanning and optical character recognition (OCR).
- Proofreading and editing in Microsoft Word; parallel comparison with the source print-book.
- Layout and typesetting: developing a book's appearance through visual design.
- Physical design of the print edition (i.e., covers and binding).

Feb 2012 to May 2014 : Personal Care Attendant (PCA)  
Alpha Nursing Agency  
Keilor East VIC

- Being available and ready to answer the shift-allocation call to attend an aged-care facility at short notice.
- Liaison with the nurse-in-charge and integration with the shift team; participation in orientation if necessary.
- Assisting aged-care residents with their activities of daily living (ADLs).

Oct 2009 to Dec 2010 : Team Member  
Salsas Fresh Mex  
Preston VIC

- Order-taking, comprising customer-service, sales, payment-handling and complaint-handling skills.
- Working in the team to maintain flow and throughput in the several divisions of store operation.
- Storeroom and supply: liaison with delivery driver; stock control; storeroom management; safe use of trolley.

*I enjoy writing, 1980s songs, tending the garden with power tools, and running my large-scale radio-controlled buggy.*

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