

# Helen Sidaway

Contact

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## PROFILE

I had worked as a production operative in a number of different areas, alone and as part of a team over a period of 27 years, before I was made redundant in September 2016. I consider myself to be a punctual, reliable, honest and hardworking individual. I strive to complete all given tasks and wherever possible, I try hard to exceed expectations. I am self-reliant and cope well working on my own. However, I am adaptable and can work well in a team when required. I am eager to show any future employer how capable I am and that I am willing to undertake any training a new role may require.

*Please click to view my Digital Video CV:* <https://vimeo.com/241392744/55cee1b56e>

## EDUCATION

**1974     Comprehensive School – Harlow, Essex**  
CSE English, Maths, Biology and Art.

## SKILLS

- **Good ability to prioritise tasks.**
- **Excellent interpersonal skills.**
- **Customer focused.**
- **Good telephone manner.**
- **Working knowledge of computers.**
- **Good ability to work under pressure.**

## WORK HISTORY

**1989 – 2016 - R.N.I.B - Peterborough**  
**Production Operative**

As a fully trained Braille reader:

- I was in sole charge of 5 Braillos to produce books for the blind.
- I undertook Quality Control for a number of years.
- I managed the stock in the warehouse.
- I was responsible for book binding.
- I dispatched customers' orders.
- I used house computer systems to operate printing machines.

**1974-1989 - Dorstal Press - Harlow**  
**Book Binder**

As a fully trained Book Binder, my duties were:

- Operating folding machines.
- Working in despatch, the gathering hall and sewing departments.
- Repairing books.

## HOBBIES AND INTERESTS

I love reading, particularly crime novels  
I also enjoy watching quiz programmes on television, and completing jigsaws.

## REFERENCES

Available on request.