

CURRICULUM VITAE

CAROLYN HELEN BROWN

Address Box 177, Melbourne Markets
542 Footscray Rd
West Melbourne VIC 3003

Telephone: (03) 9689 1234
Fax (03) 9689 1232
Mobile: (0422) 425637
E-mail: admin@rudge.com.au

Education

Harlescott County Secondary School. Completed Year 12 (1982)
Secretarial Diploma Shrewsbury Technical College (1985)

Skills

Assessing quality of fresh produce and compliance with specifications
A strong team player and motivator
Helpful and professional manner of dealing with customers and colleagues
Good knowledge of the fresh produce wholesale industry

Career

2002 - Present Rudge Produce Systems Pty Ltd

Conducting audits of Compliance Agreements operated by businesses importing fruit fly host produce on behalf of the Victorian Department of Primary Industries.
Inspecting organic produce for fruit fly infestation.
Issuing reports, including those to support claims on insurance and negligent parties.
Providing certification of down graded and unsaleable produce on behalf of the Melbourne Market Authority.
Collecting produce samples for chemical and microbial testing and reporting on findings.

1991-2002 Various administration positions in automotive, retail and real estate industries in Australia and the UK