

PANDELIS TOUMBELEKIS

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PROFILE

I am a driven, innovative and conscientious project manager with a background in Materials Science and Engineering, currently completing a Master of Business Administration and with almost five years' experience as a senior team leader at GWC Community Services. I am committed to co-ordinating and executing projects as well as seeing them to their completion. I am very passionate about understanding business needs and strategy, seeing positive change and creating meaningful results. I also deeply care about the people I work with and believe that the best outcomes come from aligning employees and motivating them to work as a productive team through creating a sense of ownership in their work.

KEY SKILLS

- Accountability and leadership skills developed while leading a team and managing marketing projects that led to an increased client base as well as engineering projects which led to new developments and innovations.
- Excellent communication skills acquired in written and oral reports generated across various industries through frequent communication with fellow researchers, various media outlets, other organisations and key stakeholders in each industry.
- High level critical thinking and analytical skills in collecting and interpreting research data within an engineering and business context.
- Great interpersonal and conflict management skills gained within a senior cross-functional role at a not-for-profit community organisation.
- Vast number of technical, digital and design skills developed within engineering, not-for-profit community organisation and website business consulting contexts.

EDUCATION

Master of Business Administration

2017-Present

University of New South Wales

- Specialising in Change Management
- Completed 8 subjects, Distinction achieved in 6 subjects, high Credit in 2 subjects

Bachelor of Engineering in Materials Science and Engineering, Honours (First-Class)

2008-2011

University of New South Wales

- Industry Scholarship with Rio Tinto
- Awarded First Class Honours and Major in Process Metallurgy. Honours Thesis titled "Biomass-Petroleum Coke Co-Pyrolysis for Carbon Anode", which was sponsored by Rio Tinto Alcan. Presented this research to the Director of Rio Tinto's Carbon Anode Division.
- Supervised by Associate Professor Rita Khanna and Scientia Professor Veena Sahajwalla

WORK EXPERIENCE

Research Assistant

2010-2011

School of Materials Science and Engineering, UNSW

- Worked on a research project funded by Rio Tinto Alcan on the utilisation of waste plastics as a carbon source for the aluminium industry.
- Developed critical thinking and problem-solving skills in an academic and research environment. Created multiple project plans, monitored project deliverables, created timelines, allocated resources and costs.

Process Engineer

2012- 2016

Technology Development, Silanna Semiconductor

- Gained project management, critical thinking and problem-solving skills through my role in research and development, namely in the design, implementation and analysis of experiments and results to create deep UV LEDs to be used for sterilization of water and medical equipment using best practice in a clean room environment.
- Worked as a maintenance engineer in equipment and process optimization. Created and executed multiple project plans within the Technology Development team, monitored project deliverables, created timelines, allocated resources (both people and equipment) and costs (many ranging in the hundreds of thousands of dollars).
- Developed communication skills via weekly presentation of experimental results and project updates in a professional environment.

Media and Promotion Team Leader

March 2016-Present

GWC Community Services, not-for-profit organisation

- Advanced project management, people management, change management, public relations and communication skills via administering the organisation's website and social media strategy, implementing the organisation's promotional strategy through work-plans and SMART goals, co-ordinating meetings, networking with stakeholders and organising events.

Website Business Consultant

November 2018-Present

- Currently servicing and managing the websites of over 10 satisfied clients.
- Gained expertise in the website design process as well as understanding business needs across multiple industries, building customer relations and managing website projects from start to finish.

PROFESSIONAL DEVELOPMENT AND TRAINING

Technical:

- FMEA (Failure Modes and Effects Analysis)
- 5S methodology

- Risk Assessment Training (Drager)
- Experience in a Class 1 Industrial Cleanroom for 4 years utilising best practice
- Experience in Laboratory at UNSW with high temperature furnaces and hydraulic press
- Compression and mechanical testing at UNSW
- Titrations, AA and UV VIS spectroscopy at UNSW
- Molecular Beam Epitaxy of Group III Nitrides using Veeco GEN200 MBE
- Ultra-High Vacuum equipment maintenance
- Basic understanding and analysis of X-Ray Diffraction and SEM
- Operation of wet bench and safe handling of chemicals
- Characterisation of samples including Atomic Force Microscopy (AFM), Optical Microscopy and Spectrophotometry

Computer Literacy:

- Zoho Projects
- Asana
- ClickUp project management software
- MeisterTask project management software
- Microsoft Office including Excel, Project and Visio
- Draw.io diagramming software
- SharePoint intranet program
- MatLab
- Visual Basic
- FEM, CFD Modelling and CAD Pro-Engineer
- JMP Statistical Analysis Software
- HTML
- LabView
- Adobe Suite including Photoshop, InDesign, Premiere Pro
- Web Design (WordPress)
- G Suite

INTERESTS

Byzantine music, playing cricket, teaching others, bringing people together, organising youth camps, volunteering, spending time with family and friends.

REFEREES

Referees available on request