PERSONAL DETAILS

NAME: David William Double

ADDRESS: 1/3 Princes St,

Abbotsford. Vic. 3067

(E-mail: [ddouble1@optusnet.com.au](mailto:ddouble1@optusnet.com.au))

TELEPHONE: (03) 9077-7613

(0419) 584188 M.

DATE OF BIRTH: 6 April 1957

HEALTH: Excellent

MARITAL STATUS: Single

HEIGHT: 170 cm.

WEIGHT: 95 kg.

LANGUAGE: English

PASSPORT: Australian (current to 30.5.2013)

DRIVERS LICENCE: Full Victorian Car and Medium Rigid Licence

Victorian Taxi Driver’s Licence

Drivers’ Accreditation Certificate

# EDUCATION

1974 Camperdown High School – H.S.C

* 1. R.M.I.T. – Certificate in Legal Studies

1. Victorian Bar School – Bar & Gaming Course
2. St. Johns Ambulance – Certificate in First Aid Level 2

1999 Stotts’ Correspondence College – Japanese 1

1. Victorian University – Taxi Drivers’ Course

.

* 1. The Writer’s School – Full Comprehensive Writing Course

2006 Melbourne Radio School – News Readers’ Course

# EMPLOYMENT HISTORY

2011 – current MELBOURNE PRIVATE TOURS

Tour Guide/Driver

2012 - current McARTHUR

Community Transport Driver

2011- 2012 AUSTRALIAN WINE TOUR COMPANY

Tour Guide/Driver

2011 WILDLIFE TOURS

Tour Guide/Driver

2001-2011 GO WEST TOURS

Accounts & Reservations Manager/Tour Guide & Driver

2000-2002 WARWICK BEACHSIDE APARTMENTS

Receptionist/Assistant Manager

1999-2000 HILTON ON THE PARK-MELBOURNE

Commissionaire

* 1. PUNT HILL APARTMENTS

Relieving Resident Manager

## WORK EXPERIENCE

From 1976-98, I worked for a number of legal firms gaining considerable experience in property and business transactions, wills and administration of deceased estates, mortgage lending, debt collection, leasing, corporate administration, dispute resolution, bookkeeping and office administration.

In recent years, I have developed a passion for the tourism industry. I have worked for 8 years as a tour guide/driver, conducting tours of the Great Ocean Road, Phillip Island and the Yarra Valley, driving 24-seater buses, providing commentary and otherwise guiding and looking after the interests of passengers on the tours.

I have also worked in an administration role in this industry, being responsible for bookkeeping, reservations, payroll and other administrative duties. I have gained considerable experience with Quickbooks, Quicken Payroll, Word, Excel, Outlook and other programs.

I also have experience in conducting community transport services and chauffeuring, including driving and otherwise meeting the needs of passengers, including the aged and disabled.

I have other managerial experience, having set up an art gallery in the Geelong area and having also managed several serviced apartments, gaining experience in reception, reservations and other guest services, cashiering, housekeeping supervision, night auditing and other administrative procedures. I also worked as a commissionaire, involving the greeting and accommodating of guests, valet parking and management of the driveway.

I have also been involved in the preparation and presentation of news on a community radio station, and have also co-ordinated the newsreaders’ roster.

# INTERESTS

*\*Travel*

*\*Tourism*

*\*Writing*

*\*News & Current Affairs*

*\*Community Radio*

*\*Bushwalking*

*\*Sports*

*\*The Beach*

*\*Reading*

*\*Arts & Crafts*

*\*Wining & Dining*

# COMMUNITY INVOLVEMENT

*\*Nomads Bushwalking Group 2008-current*

*\*Geelong Football Club member 2008-current*

*\*Joy-94.9 radio 2004-current*

*\*Barwon Apex Club 1985-97*

*\*Geelong Museum Association 1992-96*

*\*Victorian Cricket Umpires Association 1985-88*

*\*Colac Apex Club 1983-85*

*\*Colac Football Umpires Association 1981-85*

*\*Colac Cricket Umpires Association 1981-85*

*\*Colac Rostrum Club 1980-85*

# ACHIEVEMENTS

*\*Author/publisher, “In Another Life” 2010*

*\*Life Membership, Barwon Apex Club, 1997*

*\*Founder, Jailhouse Gallery, 1997*

*\*Barwon Apex Citizenship Award, 1993*

*\*Regional winner/State finalist, Apex public speaking competition, 1992*

*\*State President, Apex Victoria 1990-91*

*\*Apex Zone 1 Vice-President, 1989-90*

*\*Apex District Governor, Geelong District, 1986-87*

*\*President, Barwon Apex Club, 1987-88 and 1993*

*\*Winner, Rostrum’s Callanan Cup for public speaking, 1984*

*\*Colac Apex Club’s Citizenship Award, 1984*

*\*Umpired Colac Cricket Association A Grade Grand Final, 1984*

*\*President, Colac Rostrum Club, 1982*

*\*President, RMIT Law Students’ Society, 1978-80*

# PERSONAL ATTRIBUTES

I have a warm, friendly disposition, with a capacity to work calmly under pressure. I value a close working relationship with a customer or guest, whereby they are treated as a friend and a colleague and not simply as a commercial object. I enjoy dealing with people on a one-on-one basis in helping to meet their needs and solving their problems.

I also believe in developing the same sort of relationship with other members of staff, with the aim of gaining maximum loyalty and support. I like to lead by example, encouraging others where appropriate to follow, and will respect and follow others who do the same.

I have a strong sense of community awareness, and have been involved in a number of community organizations, in particular, Apex, which I steered through on a State level during a massive restructure in 1990. I also enjoy being involved in community radio. I maintain a strong awareness of news and current affairs.

I place particular emphasis on feeling and looking good, maintaining a reasonable level of fitness and dressing well. I have good public speaking skills, having won a number of awards in that area. I also enjoy writing, having published one book and written two other manuscripts as well as a number of short stories and travel articles.

I have a passion for tourism, and particularly enjoy welcoming visitors to Australia and promoting its many great attributes. I also enjoy travelling, having travelled extensively through Europe, Asia and North America, and love the prospect of meeting people from diverse cultures and traditions.

**REFEREES**

Mr. Paul Beames,

Managing Director,

Wildlife Tours,

Unit 5, 13 - 21 Thomas St.,

YARRAVILLE. VIC. 3013

Ph. 0458 764261

Mr. Tim Lennox,

Joy Melbourne News Director,

214 Moray St.,

SOUTH MELBOURNE. VIC. 3205

Ph. (03)9699-6803

Mr. Andrew Day,

Australian Electoral Commission,

1303 Mt. Dandenong Tourist Road,

KALORAMA. VIC. 3766

Ph. (03)9728-3613

Mr. Russell Thom,

1/3 Princes St,

ABBOTSFORD. VIC. 3067

Ph. (0438)34-3601

### RESUME

**OF**

**DAVID WILLIAM DOUBLE**