
**FULLSTACK DEVELOPER/ PROJECT MANAGER / QUALITY MANAGER/
MAINTENANCE PLANNER/ COMPLIANCE ASSURANCE MANAGER / MECHANICAL FITTER
WORKSHOP MANAGER/**

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|----------------------------------|-----------------------------------|----------------------------------|
| • Full Stack Developer | • Maintenance scheduling | • Condition monitoring |
| • Quality & compliance assurance | • Configuration management | • Supervised up to 15 staff |
| • Workshop management | • WHS, HR & work order management | • Over 18 years' work experience |
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VALUES

- Teamwork
- Professionalism
- Initiative
- Integrity

STRENGTHS

- Good communication skills
- Excellent organisational skills
- Likeable nature
- Reliable & resourceful

INTERESTS

- Web Development
 - Surfing & snowboarding
 - Personal fitness
 - Computers & technology
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PROFESSIONAL EXPERIENCE

June 19 – Mar 20

Mortgage Ezy**Project Manager / IT Support**

- Ensuring Projects were:
 - i. Submitted using the Project Specification Form and contain enough detail to allow the software development team to provide accurate development estimate of effort.
 - ii. Once specified get approval for the development by the Executive Team, CEO or GM
 - iii. Track and report the progress of the development with the developers until complete
 - iv. Ensure Projects are Completed on time
 - v. Progress of the development cycle is communicated to management
 - vi. Projects are Tested and signed off by the requesting team in the UAT environment
 - vii. Projects are Tested and signed off by the requesting team in the Production environment
- Software Releases:
 - i. All release items are detailed and communicated to the relevant departments/teams.
 - ii. Tested and Signed off in the UAT environment by the relevant departments/teams.
 - iii. Tested and signed off in the Production Environment by the relevant departments/teams.
- Reporting:
 - i. Meet regularly with the General Manager to report on the current status of projects and confirm the priority of projects and raise any development issue.
 - ii. Provide a report to the executive team, twice per month, on the priority and status of all projects.
 - iii. Manage the life cycle of projects using JIRA

- Software Support Ticketing System:
 - i. Software Support tasks are always submitted with enough detail to complete the task
 - ii. Assignment of tasks to Software Development team and monitoring of the development life cycle, ensuring any possible impact to Estimated Deadline is minimised
 - iii. Ensure that requesting parties are regularly informed on the status of their request.
 - iv. Provide a monthly management report detailing the status of tickets.
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June 18 – June 19

E-Commerce

Owner

- Manage all online activity in relation to traffic acquisition, sales, conversion and a/b testing and reporting.
 - Develop and implement ecommerce strategy in order to improve website performance.
 - Work with developers to improve website speed.
 - Manage digital marketers in order to improve quality and traffic acquisition.
 - Re-Platforming website to new CMS, making website mobile capable.
 - Research market in order to discover new trends and technologies in order to improve website performance.
 - directly manage digital marketing channels across PPC, SEO, Display, affiliates and email marketing and social media.
 - Develop content calendar and oversee website uploads and landing pages development.
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June 17 - June 18

SAFRAN ELECTRONICS AND DEFENCE

Support Engineer

- Manage assigned projects and ensure all project deliverables are met on time, too quality and within budget.
 - Participate in the production of bids and tender proposals.
 - Manage projects risks with appropriate mitigation plans and stakeholder engagement.
 - Maintain an accurate action log for all customers and ensure the actions have been communicated with the customer and to any internal stakeholders.
 - Responsible for customer focused status reporting, ensuring that, as far as practicable, customers are informed on delivery progress.
 - Manage and chair sprint and production meetings when required.
 - Manage suppliers and contractors where necessary to ensure delivery is on time and to specification.
 - Assist and support the Service and Delivery Manager and the Service Delivery Team in the implementation and management of a formal project management/delivery process.
 - Assist in maintaining and developing procedures, work instructions, forms and associated processes.
 - Deeper maintenance of Infrared Search & Track (IRST) systems installed on Australian Navy vessels, including but not limited to inspection, diagnostic, troubleshooting, repair/upgrade integration and validation.
 - Provide relevant and accurate technical reports as required.
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Jan 17 - May 17

IKAD ENGINEERING

Mechanical Fitter

- Installed, repaired, maintained and configured all manner of marine platforms, including exposure to hydraulic, electrical, pneumatic and mechanical systems.
 - Worked with hull structures, propulsion control and monitoring systems, electrical power generation and distribution, air conditioning, compressed air, ventilation, refrigeration, steerage, davits, gearboxes.
 - Forklift operator, Extremely proficient in picking, packing and moving merchandise.
 - Consulting with senior colleagues regarding technical issues and advising managers on recommend changes.
 - Serve as a link between management and customers by handling questions and helping resolve work-related problems. Explaining technical issues to non-technical people.
 - Conduct system isolation and set to works in accordance with written documentation within the job packs.
 - Established harmonious working relationships and have developed strong interpersonal, communication and influencing silks built strong.
 - Completed technical documentation and reporting.
 - Assisting field technicians with diagnostic checks and symptom analysis.
 - Complete all duties according to applicable safety measures and published procedures.
 - Keeping the workplace in an organised and clean condition.
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Jul 16 - Dec 16

INMARSAT GLOBAL GOVERNMENT

Project Manager / Bid Manager

- Managed assigned projects as assigned by the Service Delivery Manager and ensure all project deliverables were met on time, too quality and within budget.
- Managed and supervised contracts for corrective Action reports, innovatory reports and assist in consolidation of assets for multi-able government agencies globally.
- Worked in an Agile and complex planning environment in the the defence industry.
- Drafted meeting agendas, Wrote reports and properly routed agreements, contracts and invoices.
- Participate in the production of bids and tender proposals with government agencies globally.
- Overseen multiple projects across all phases of development. Monitored workflow and make timeline adjustments as needed.
- Worked as a part of an interdisciplinary team to achieve project milestones.
- Developed strong working relationships in a demanding and changing enterprise environment.
- Managed project risks with appropriate mitigation plans and stakeholder engagement.
- Maintain an accurate action log for all customers and ensured the actions were safely communicated with all customers internally and to external stakeholders globally.
- Extremely proficient in picking, packing and moving merchandise in a warehouse environment.
- Responsible for customer focussed status reporting, ensuring that, as far as practicable, customers are informed on delivery progress. Manage and chair Sprint and production meetings when required. Manage suppliers and contractors where necessary to ensure delivery is on time and to specification.
- Assist and support the Service Delivery Manager and the Service Delivery Team in the Implementation and management a formal project management/delivery process.
- Advanced computer skills (MS Project, Excel, Word, JIRA, Confluence).

OTHER APPOINTMENTS

Feb 15 – Jan 16

ROYAL AUSTRALIAN NAVY

Quality Manager / Compliance Assurance Manager

Jan 12 – Jan 15

DEFENCE MARITIME OPERATIONS

Marine Systems Manager / Workshop Manager / Maintenance Planner

Jan 10 – Dec 11

REGIONAL ENGINEERING SERVICES

Acting Maintenance Manager

Jan 05 – Dec 09

NAVY (HMAS Ballarat) – Marine Technician (Mechanical)

WORK COMPETENCIES

Leadership

Throughout my career I have been privileged to exercise leadership of multi-skilled teams across a range of business functions. My role as leader encompassed responsibility for the performance, development and administration of diverse teams, and involved working under pressure to meet deadlines in challenging circumstances. I have worked in appointments where I was regularly required to make independent assessments and decisions.

Commercial Acumen

Management experience gained across a range of Defence businesses has allowed me to develop strong all-round leadership, strategy and execution skills. The development of my general business skills has been refined in busy work environments where it was necessary to adapt readily to changes in technology. I have been directly responsible for communicating the business plan to the team, developing strategies for achieving business goals and monitoring results against key performance indicators to ensure plans were being achieved.

Teamwork & Interpersonal

In all appointments, I have been required to act as both leader and team member. These experiences have deepened my awareness of group dynamics and methods of dealing with conflict. The ability to work both as a member of a team and autonomously is essential in an organisation with the many semi-independent and inter-dependent units that Defence has. I have worked in teams of varying size and have always enjoyed a good rapport with them, both at work and socially.

Communication Skills

As a manager with the Australian Defence Force, both my written and spoken communication skills are required to be of a very good standard. I have developed an ability to communicate effectively on a wide variety of topics. In addition, I have been trained in report writing and delivering presentations in many settings. I have also undertaken training in presentation skills, negotiation skills and listening skills for customer service.

Resource Management

My managerial experience in Defence has given me an excellent opportunity to develop skills in the area of Human Resource Management. I was trained and have experience in succession planning, career development, personnel administration, recruitment and selection. In addition to formal qualifications in resource management gained through numerous management and promotion courses, I have extensive practical experience in managing physical resources.

SKILLS, QUALIFICATIONS & EXPERIENCE

- Full Stack Developer (CERT)
- Diploma of Engineering (Advanced Trade)
- Certificate IV in Transport and Distribution (Marine Engineering)
- Certificate III in Engineering (Mechanical Trade)
- Certificate II in Transport and Distribution (Marine Engine Driving)
- Marine Systems Manager
- Engineering Harbour Watchkeeping Certificate
- Radiation Hazard Technical Safety Course
- WHS Reporting (Sentinel)
- Ships Vibration Analysis Course
- Ships Electrical Maintainer
- Marine Gas Turbine Maintenance
- ANZAC Propulsion Maintenance
- Steering and Stabiliser Maintenance
- Qualified Assessor (TAE10)
- Advanced OHS and Risk Management
- Boarding Operations
- Marine Technical Auxiliary Machinery Operator
- Welding Applied Skills and Technology Course
- Turning Applied Skills and Technology Course
- Damage Control Yeoman
- Boarding Operations Course
- Tactical Baton Course
- Lagging Course
- Height Safety Operator
- Performance and Other Crucial Conversations
- Initial Incident Scene Management
- Small Boat Maintenance
- Fuel and Lube Oil Quality Control Course
- Helicopter Underwater Escape Training
- First Aid Training (Defence)
- Alcohol and Drug Awareness for Managers
- Drivers Licence
- Fork Lift License
- Promotion course - planning, leadership, business management, staff writing
- Promotion course - training, interpersonal skills, communication skills
- Promotion course - resource management, OHS, risk management
- Promotion course - coaching, performance appraisal, counselling
- Working With Privacy
- Equity and Diversity Awareness
- Occupational Health and Safety Awareness
- Fraud and Ethics Awareness
- Security Awareness
- Suicide Awareness and Prevention