
CAREER SUMMARY

Archivist • Data Migration Officer • Project Officer

- ***An organised, diversely skilled data specialist*** with 14 years of experience working in a multitude of environments and arrangements.
- ***Superior data quality and accuracy enforcer*** with deep understanding and appreciation of accurate data handling and discrepancy investigation.
- ***An avid problem solver*** who works well under challenging and fast-paced environments with ever changing priorities.
- ***Blending data handling and coding.*** Specifically interested in combining these areas of expertise to deliver value as a Web Developer.

AREAS OF EXPERTISE

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|-------------------------|------------------------------|-------------------------|
| ▪ Project Controls | ▪ Spreadsheets and Reporting | ▪ Record Keeping System |
| ▪ Advanced Excel Skills | ▪ Customer Service | ▪ Filemaker Pro |
| ▪ Data Analysis | ▪ Oracle Primavera | ▪ TMD Mediaflex |
| ▪ Office Administration | ▪ MS Project | ▪ Aconex |
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PROFESSIONAL EXPERIENCE

National Archives of Australia, Chester Hill, NSW

2018– 2022

The NAA collects and preserves Government records and makes it available to the public.

Project Officer / Data Migration Officer / Archivist

Initially recruited to assist the Collection Management Team with a variety of tasks including retrieval ,digitising and returning of archival records. Then progressed to assist Audio-Visual Preservation with migration of data to Enterprise Grade Storage. Currently assisting Storage and Transfers team with receiving and storage of consignments in our custody.

Responsibilities:

- Creating, updating and maintaining accurate records in electronic information systems such as RKS and Mediaflex, for the purposes of tracking and statistics reporting.
- Locating real containers in Mediaflex and apply barcodes to physical containers, to enable items to be searchable in Mediaflex and identifiable in the repository.
- Perform quality checks of archival records that come into our custody.
- In-Dock, Check-In, Locate and Barcode records using TLL.
- Locate items to shelf according to appropriate preservation conditions.
- Assist in deliveries via courier, ensure work place safety is maintained with use of appropriate equipment to lift and transport heavy objects.
- Ensure quality control of transfers and databases.
- Scanning items to containers and containers to shelf for both TLL and Mediaflex.

- Create batches of archived records using established database systems workflows.
- Initiate automated system workflows for migration, validation and metadata harvesting of existing audio-visual digital files.
- Monitor and provide feedback on workflow progress and system status during migration progress.
- Troubleshoot technical issues within prescribed parameters, and when necessary, escalate issues to the Data Migration Manager.
- Physically change and load LTO tapes in the audio-visual tape library if and when required.
- Contribute to project reporting for overall progress of the data migration.
- Under close direction, digitise records using scanners and associated computer equipment as well as check and process images against relevant documentation in an accurate and timely manner.
- Resolve minor equipment-related issues and escalate as required.
- Work closely and productively with team members and colleagues.
- Undertake the physical handling, retrieval and return of archival records and perform minor preservation tasks.
- Undertake relocation tasks and provide administrative assistance as required.
- Enter and retrieve data from electronic record systems within established procedures and practices.
- Identify and put forward ideas to solve problems and contribute to, and participate in, the Archives' change agenda.
- Apply the principles of APS Values, Code of Conduct, workplace diversity principles, work health and safety and participative management within a work and team environment.

S&Y, Sydney, NSW

2013 – 2018

A family based business that revolves around property management, tracking and refurbishment.

Consultant

Joined this business as a Consultant to assist in developing a tracking system which would then be used to monitor properties under the business's wing.

Responsibilities:

- Develop monitoring and tracking system for NSW, VIC and WA.
- Create custom Excel spread sheets as required.
- Weekly & monthly status report updates.
- Work closely with Cost Controllers to ensure projects are in line with project budget.
- Check accuracy of information and clarifying any issues with appropriate parties.
- Attend internal and external meetings.
- Conduct site visits as required.
- Liaise with contractors to mitigate any current or foreseeable issues.
- Comply with all Emergency procedures at various sites.
- Assist with all queries and issues requested by contractors/management.

A medium sized company established to support the mining and construction industry with construction and maintenance services.

Planner/Scheduler

Brought on board to assist onsite team in Port Hedland with upgrade and scheduled maintenance works on one of BHP's Iron Ore processing site. With initial deployment to Goodline's Head Quarters in Sunshine Coast for orientation with HQ team before relocating to Port Hedland to assist on site team.

Responsibilities:

- Work with all Senior Personnel including the Contract Compliance Manager who will maintain and have available copy of all contracts.
- Develop and maintain a project planning system along with procedures with necessary spread sheets to assist with the management and control of all needs for any contract being completed or to commence including but not limited to necessary skilled employees, materials, required plant and equipment and/or staff needs including training and accommodation needs etc.
- Manage and convey the sequencing and logical linkages between job tasks and contracts to ensure the group's resources (people, materials and/or plant & Equipment) are maximized and that expenses / costs to the group are contained.
- Report directly to the Senior Management Team and should, upon request, be able to provide a copy of any document or schedule or Plan to meet all contract demands now or timed for the next 1-6 months to ensure that all needs and issues for the group are in place or being planned or scheduled for.
- Supply all necessary information will be needed to ensure that the end management of this contract is successful.
- Perform schedule risk analysis, monitor risks, contingencies and implement of risk control measures and liaise with all project team members, upper management, other departments subcontractors, clients, suppliers as required.
- Work closely with Cost Control Team and there is continuous weekly communication and updating.
- Work autonomously, within a team or with any other Project Staff along with other Goodline Administration Staff, Supervisors and/or Managers whenever needed and maybe called upon to assist others if and when required.
Checking accuracy of any information and/or to seek clarification of any issues or matters may also be required at any time.
- Monitor, follow-up receipt and/or the confirmation of any variations to contracts.

Student/Consultant

Initially just a student but soon after engaged to assist in developing exam questions for the various levels of Licensing Exams for fixed winged aircraft.

Responsibilities:

- Proof reading for all PPL & CPL subjects
 - course material
 - question banks
 - reference to legislations (CAR, CAO, AIP, ERSA)
- Keep current with Flight Rules & Air Law, for fixed wing aircraft
 - PPL
 - CPL
 - ATPL
- Development of practice exam questions for specific theory subjects
 - ATPL

Project Planner

Initial assignment was to the head office in Perth, for orientation and project briefing for BHP Billiton Iron Ore's multi billion dollar expansion project in Western Australia. Further to the completion of the orientation, I was assigned to Newman site to take on a Planner/Scheduler role. Reporting directly to the Lead Planner/Scheduler onsite as well as functionally to the Project Controls Manager in Perth. Once RGP4 Newman reached substantial completion, I was transferred to Port Hedland to assist with RGP5 projects.

Responsibilities:

- Maintain detailed documentation for all scheduling & planning aspects of contractors
- performance including all registers, client approvals (where necessary), monitoring of progress and complete closeout of each contract as required by the Project Procedures Manual
- Monitor compliance of all aspects of the schedule & planning aspects for each contract
- Attending safety, weekly and monthly meetings as and when required.
- Assist all project personnel to ensure contract and project objectives are achieved or exceeded.
- Liaise with the contractor's representatives on all requirements of the Project Schedule & Planning procedures.
- Coordinate with construction personnel, contractors, client etc. for the Project requirements within operational shutdowns, relocations or tie-ins to existing plant and services.
- Carry out instructions or directions given by the Registered Mine Manager at all times to ensure compliance with the Mines Safety & Inspection Act 1994 and all relevant statutory acts/regulations.
- Provide accurate and timely reports as required
- Maintain and make available records to demonstrate compliance with the Project Procedures during audits.

- Supervise, direct and coach all project staff of their respective roles in complying with the site schedule & planning programs
- Actively participate in and support Incident and Injury Free culture
- Comply with all Emergency plans and HSEC procedures for the site
- Attend HSEC meetings to discuss health, safety, environment and community issues
- Attend the kick-off, weekly and monthly meetings as requested
- Assist in commissioning duties as and when required
- Assist with all queries, issues, changes etc. requested by contractors and assist in ensuring a system is in place to highlight items involving a delayed response.
- Provide all reasonable assistance and cooperation to contractors in the execution of their work
- Contractor Interface Management and minutes taking
- Approved Construction Programme review
- 'What-If' scenario simulation for review of impact on delays
- Claim analysis on programme with Project Engineer

Tracey Brunstrom & Hammond Pty Ltd., North Sydney, NSW

2007 – 2007

A privately owned consultancy providing Project Management Services to both public and private sector.

Project Planner

Assisting the Project Manager/Director as required. This included, extracting quantities from drawings, sourcing for information from online servers, isolating multiple critical paths from a program, assisting in program development, manipulating data for useful analysis, creating staging diagrams.

Quadriga PMS Pty Ltd., Sutherland, NSW

2006 – 2007

An Australian company providing project management services with a strong building and industrial portfolio.

Project Planner

Working closely with the Director, helping on monthly program updates as well as generating Autocad drawings to support larger projects.

EDUCATION

Bachelor of Science, Aviation

University of Newcastle, Newcastle, NSW