

DOMINIC PAUL JACKSON

OBJECTIVE To return to the Yacht club Management scene, re-establishing my passion for sailing, introducing new people to the sport, and having a positive impact on the club community. I hope to challenge myself to increase an organisations activity across all areas.

EMPLOYMENT Nov 2019 – Present

Ronstan International – Customer Service Representative – Sales

Past two years have worked for Ronstan International, a leading Sailing hardware and clothing manufacturer based in Braeside, Victoria. During my tenure I have progressed from solely domestic sales to servicing the export sales customers. My responsibilities include, but are not limited to:

- Fielding customer technical enquiries regarding products and direct sales.
- Fostering distributor relationships by assisting with ordering issues and end user queries.
- Order entry into the D365 sales software.
- Identifying product warranties and fault trends that require further investigation.
- Procedural review and development for sales department activities.
- Assist with sales specific projects when required.

April 2017 – Nov 2019

Royal Brighton Yacht Club – Head of Sailing & Sailing Manager (Sep 2018)

From April 2017, my role at Royal Brighton Yacht Club progressed from Sailing Administrator to Head of Sailing, with the departure of the Sailing Manager. This saw an increase in my responsibilities to include:

- To manage the sailing department and its team to implement the tasks, programs and vision of the General Manager and various committees.
- To oversee the training and orientation of new team members as the department increased in size
- Formulating and implementing the department budget.
- Drafting sailing policy documentation, including Safety and Emergency Plans and Risk Analysis.
- The success of the club's sail training programs by overseeing and providing direction to team members.
- To be a member of organizing groups for major events and regattas, such as Sail Melbourne, The largest annual Off The Beach Regatta in the Southern Hemisphere.
- Secretary to the clubs Sailing Sub-Committee, generating agendas and taking minutes.

- continue other responsibilities required in the Sailing Administrator position.

Jan 2016 – April 2017

Royal Brighton Yacht Club – Sailing Administrator

Responsibilities:

- Administering the day to day operation of the clubs racing program including large regattas and events.
- Rostering and management of a large regular and regatta volunteer database.
- Race officiating for tower and centre course racing.
- Assisting the coordination of the club's Discover Sailing Centre including course creation, instructor rostering, advertising promotion and responding to enquiries.
- Developing web content and communications as well as managing the website and social media pages.

Apr 2015 – Dec 2015

Whitsunday Sailing Club – Sailing Officer

Responsibilities:

Off-shore/Keelboats

- Responsible for WSC Off-Shore Racing programs delivery and the recording and publishing of race results.
- Management of boat owner communication regarding insurance, safety declarations, regatta and race notifications and other important information.

Airlie Beach Race Week 2015

- Assisted with the organization and delivery of Airlie Beach Race Week 2015.
- Oversaw the TopYacht Entry System database including entry payments.
- Race day duties involving live finish times using TopYacht, posting division times to the web and handicapping duties throughout the event.

Off-Beach/Dinghies

- YA Instructor, responsible for the Discover Sailing Centre accreditation and administering of training programs at WSC.
- Race Officer for Off-Beach contingent.

General

- Data entry and first point of contact for any sailing enquires at WSC.
- Work cohesively with others regarding promotion, organisation, and management of club activities.

**SKILLS &
ABILITIES****SKILLS**

Customer Service – 4+ years in a customer service, 2+ years in a retail role.

Report Writing – Three years of practicing the art of writing factual and meaningful reports.

Critical Thinking – The ability to plan, assess and review particular situations.

Microsoft Office Programs – A strong understanding of office functions such as Excel, Word and PowerPoint, having extensively used these programs prior and during my three year course and completing a unit focused solely on using Excel.

ABILITIES

Teamwork – Proven ability to work well in a team, at an academic and business level.

Focus –An ability to remain focused and complete a task over an extended period of time.

Time management – Able to complete tasks within the given timeframe to a high standard both in an academic and business setting.

EDUCATION**2011 – 2013****BACHELOR OF BUSINESS (SPORT MANAGEMENT/HR MANAGEMENT)****DEAKIN UNIVERSITY****FOCUSED ON:**

- Australian Sports System, Sport Policy and Development, Business Information Systems, Business Communication and Sport Governance etc.
- Skills such as report writing, data entry into Excel, presentations and teamwork.

2012**DIPLOMA OF SPORT AND RECREATION (ATHLETE MANAGEMENT)****TRAININGSense/INFRONT CONSULTING/STRIDE SPORTS MANAGEMENT**

10 week course over 2011/12 summer.

FOCUSED ON:

- Management of athletes.
 - Included Negotiations and industrial relations, managing Media, Marketing and Endorsements, Planning Athlete's careers.
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2014

YACHTING AUSTRALIA INSTRUCTOR

Qualified to Implement training programs at Accredited Yachting Australia Training Centers and Yacht Clubs.

Qualifications included are:

- **Level 2 First Aid (includes CPR)**
- **Powerboat Handling Certificate**
- **Yachting Australia Instructor Course**

2015

ELEMENTS OF SHIPBOARD SAFETY

Whitsunday Maritime Training Centre

2017

STATE & NATIONAL RACE OFFICERS COURSE

Passed examination at a National level

EXPERIENCE

DISCOVER SAILING INTERN – YACHTING VICTORIA

02/07/2013 – 20/11/2013

As the Discover Sailing intern I assisted the Discover Sailing Manager, Gavin Wall, in maximizing the success of the Victorian Discover sailing days.

(Discover Sailing Days – Initiative by Yachting Australia to increase initial participation in sailing and promote community engagement from Yacht clubs. Clubs open for the general public to try sailing for free.)

Responsibilities:

- Liaising with clubs to deliver the best possible Discover Sailing initiatives.
- Completing data entry activities to generate understandable and useable information.
- Assist the Yachting Victoria team in promotional activities regarding their programs, particularly Discover Sailing

As well as other inherent roles to support the YV team.

YACHTING INSTRUCTING EXPERIENCE

2009 – 2013 Ranelagh Yacht Squadron

Assistant instructor based role supporting the instructors during the training programs. (volunteer)

2013/14 Ranelagh Yacht Squadron

Another instructor and I were responsible for running sessions of courses held at RYS. (volunteer)

Sept – Dec 2014 Royal Melbourne Sail Training Academy

Assist the head instructor with the implementation of School Sailing Programs. Towards the end of employment period, deliver sessions without the head instructor's assistance (employed)

April – October 2015 Whitsunday Sailing Club

Assisted Club Coach with training; ran the optimist training group.

January 2016 – Current Royal Brighton Yacht Club

Assisted with Discover Sailing Centre and training, when required.

**INTERESTS &
OTHER
INFORMATION**

Interests

Sport has been a passion of mine from a very young age. There hasn't been a time in my life when I haven't been involved or participating in a sport of some sort.

REFERENCES

Available upon request