

Resume of Olivia Wilson

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PERSONAL GREATNESS

Who is Olivia? Olivia is Liv. Liv is friendly, bubbly, energetic and passionate about everything she believes in. She grew up with four brothers, a dad and a grandfather who taught her how to fish and kick a football, and a mum and grandma who taught her to love shoes and cooking. She spends her time training, cooking and spending time with friends and family. She loves meeting and building relationships with people from all walks of life and is loyal to everyone she associates with. Honest, trustworthy and willing to learn as much as possible, Liv is a perfect advocate to promote *healthy living* philosophies and lifestyle through cooking.

Employment History

Jem Catering

January 2008-Present

Cook

Overview of responsibilities

- Food preparation;
- Stock ordering and rotation;
- External functions: This incorporates a team of two staff attending the function, preparing the meals and serving to the guests;
- Dinner service at the Redlands Bowls Club;
- Prepare and finish desserts or 'specialist' cakes for events

Colossal Coffee & Cakes

October 2013 – March 2014

Cook

Overview of responsibilities

- Breakfast and Lunch Service;
- Food preparation for Breakfast and Lunch service;
- Introduced 'Paleo' – Healthy options to the café;
- Stock ordering and rotation;
- Aided with 'specialty' cake decorating as required;
- Cleaning and general kitchen duties.

Surf Life Saving Queensland

March 2011 – September 2013

Membership Development Officer

Overview of responsibilities

Administration

- Report writing;
- Preparation of grant proposals and external member recognition programs;
- Administer a range of external and internal databases, including reporting and statistical analysis;
- Aid in national reviews of programs and resources;

- Coordinate and act as the secretariat for 10 State Committee and Panel Meetings

Program Development and Event Management

- Coordinate Annual State events, such as the Awards of Excellence Gala, Leadership and Youth Excellence Programs;
- Coordinate state and national member recognition programs;
- Actively sought and developed relationships with external bodies to aid in achieving SLSQ's strategic vision

Surf Life Saving Queensland

June 2007 – March 2011

Community Awareness Programs Coordinator

Overview of responsibilities

Management

- Managed two full-time staff members and 30 casual staff members;

Administration

- Maintain internal and external databases for many areas, including community focused programs, personnel records, inventory and services throughout Queensland;
- Statistical analysis and reporting;
- Acted as the secretariat for two state committees and the Queensland Government Marine Stinger Advisory Committee;
- Report and media article writing

Program Development and Event Management

- Coordinated the delivery of lifesaving awareness programs throughout Queensland
- Initiated Junior Lifesaving Programs at regional Lagoons in Cairns, Townsville and Airlie Beach
- Developed a range of educational resources pertaining to Dangerous Marine Creatures, Marine Stingers and general beach safety
- Aided in the development and implementation of proactive public relations and media campaigns (beach safety advertisements in all Virgin Australia planes, Gold Coast Airport static display and welcoming service)

Other key projects undertaken

- Completed the Sunshine Coast coastal risk audit and Audit Report for the Sunshine Coast Regional Council. Since this was completed, the Council have taken on board all of my recommendations and have implemented Nationally standardised signage at all beach access points

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Volunteer Experience

Broadbeach Surf Life Saving Club

Patrol Captain	2007-Present
Grievance Officer	2011-Present
Jupiter's Summer Surf Girl Entrant	Present
Collections Officer	2010-2012
Youth Development Officer	2005-2008
Chief Training Officer	2007

Surf Life Saving Queensland

Peer Support Officer	2011-Present
Operations Centre for Flood Response, Brisbane Floods	January 2011

Education

Train to Succeed

Diploma of Business Management	2010
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SAI Global

Partial completion of the Diploma in Quality Auditing	2010
BSBCOM501B – Identify & Interpret Compliance Requirements;	
BSBR501A – Manage Risk;	
BSBOHS505B – Manage hazards in the work environment and;	
BSBOHS509A – Ensure a safe workplace	

Sheldon College

Senior Education	2002-2006
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Certificates, Licenses and Training

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| <ul style="list-style-type: none"> • Current Queensland Manual Drivers licence • Certificate III in Community Recreation • Certificate II in Outdoor Recreation • Certificate II and III in Information Technology • Certificate II in Public Safety (Aquatic Rescue) • Certificate I & II in Sport and Recreation • Qualified Coastal Risk Auditor • EMQ Introduction to Disaster Management Course • Australian Sports Commission Member Protection Officer Training Course • Coach in Traditional Indigenous Games • Participated in workshops pertaining to: Dealing with difficult people; Microsoft | <ul style="list-style-type: none"> Office skills; Letter Writing; Time Management; Minute Taking; Trailer Towing • Hold a current Queensland Government working with Children Blue Card • Bronze Medallion • Advanced Resuscitation Certificate • Radio Operators Certificate • Skills Trainer - TAA Program • Course Assessor - TAA Program • Defibrillator Certificate • Operational First Aid Certificate • Silver Medallion Basic Beach Management • Silver Medallion Life Support |
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Personal Achievements

- Graduate of the 2011 Surf Life Saving Australia National Leadership College
 - 2009 & 2010 Mentor on the State Youth Excellence Program (15-17)
 - 2010 Participant on the State Leadership Excellence Program (18 – 25)
 - Completed over 2000 volunteer hours since 2007
 - 2000 to 2005 Competed in the Surf Life Saving Surf Rescue Championships where I placed first at all Branch and State championships and second at the National Titles
 - 2007 South Coast Branch Junior Surf Lifesaver of the Year
 - 2007 Queensland Junior Surf Lifesaver of the Year
 - 2007 Quota Woman of the Year
 - 2007 Pride of Australia Awards – Finalist in the Community Service Category
 - 2005 to 2007 Member of the Surfers Paradise Early Morning Patrol Team
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References

Work Reference

Sarah Bollard

Owner/ Manager
Colossal Coffee & Cakes
Mobile: 0414 739 323
Email: colossalcakes@gmail.com

Brenda Lofthouse

Membership Development Manager
Surf Life Saving Queensland
Mobile: 0407 179 259
Email: blofthouse@lifesaving.com.au

Character Reference

Ben Fuller

Owner & Trainer
CrossFit Explosive
Mobile: 0466 619 856
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Mark Fife

National Director of Lifesaving
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Peter Walker

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