**STEPHEN JOHN GILES**

**69 Pindara Boulevard**

**Langwarrin**

**Victoria**

**3910**

**Tel 8790 0615**

**Mob 0416 766818**

EMPLOYMENT DETAILS

2006 - PRESENT

**VENTURA CORPORATION**

Charter coach driver.

JULY 01 - OCT 05

**MINISTRY OF DEFENCE ROYAL AIR FORCE**

Employed at RAF Brize Norton Oxfordshire.

Conveying VIP’s, military, civilian personnel.

JUNE 01 – JULY 02

**BUTLER CORPUS CHRISTIE COLLEGE OXFORD**

* Organise and control the smooth and efficient running of the SCR and its ancillary operations.
* Ensure that food and drink service is carried out to a high standard for Fellows, members, students and conference and banqueting visitors.
* Manage and control the College wine cellar.
* Maintain efficient and accurate records of all food and liquor transactions.
* Care for and secure the College silver.

MAY 96 – JUNE 01

**AMIRI ROYAL FLIGHT DOHA STATE of QATAR ARIABIAN GULF**

**PURSER / SAFETY SEP OFFICER/ INSTRUCTOR**

* Responsible to the chief pilot for the highest standard of safety, emergency & first aid training and assessing for all Qatari Amiri flight crews.
* Writing and implementing new safety and first aid courses including visual aids required in conjunction with these courses.
* Rostering, organising and actual training of cabin crews.
* Assessing and monitoring crew safety & emergency procedures both practical and theory.
* Maintaining and updating of all safety records.
* Providing the highest standards of cabin service commensurate with the status of passengers carried.
* These included all members of the Qatari Royal Family and foreign dignitaries carried on VIP Airbus 340, 310. Boeing 707,727 and Falcon 900 Aircraft type.

APRIL1976 - MAY 1996

**20 YEAR CAREER WITH THE ROYAL AIR FORCE UNITED KINGDOM**

* Personal air steward to TRH’s The Prince & Princess of Wales, serving with The Queen’s Flight on BAE146, HS748 aircraft type.
* Organising and providing the highest standards of cabin service for all members of the British Royal family both in the UK and Overseas.
* Liaise with Royal Households regarding specific catering requirements.
* Cabin crew management.
* Crew allocation.
* Arrange on the job training of supervisors and staff.
* Organise and maintain departmental accounts.
* Compile staff reports.
* Office administration and organisation, including filing systems and the production of statistical returns and records.
* Covering all aspects of in-flight duties & Senior British Ministers on Royal and government aircraft.
* Plan, organise and direct manpower, equipment and resources.
* Arrange on the job training of supervisors and staff.

**Current Certificates held**

TAE40110 Cert IV in Training & Assessment

HLTFA311A First Aid

HLTCP211A CPR

HLTFA211A t Basic Emergency Life Support

RSA

**Other qualifications**

AHCIMA

City & Guilds Certificates:

Food & Beverages 707 - 1 & 707 -2

Numeracy Level 1 - 364 -1

Communication Skills Level 2 326 – 01

Man Management Skills Level 2 & 3

Full Victoria State licence HC

Coach Captain’s Certificate

Defensive Driving Level 1

**PERSONAL**

Age 54

Married

U.K./Australian passports.

**AWARDS**

Long Service & Good Conduct Medal. Royal Air Force 1992

**HOBBIES / INTERESTS**

Golf.

Computers.

Travelling.

Diving.

Performing & collecting all kinds of Magic memorabilia.