

Name Resume

Address,
Tasmania, 7000
M:
H:
E:

Career Objective

I am seeking a position in the xxx xxx industry where I can utilise my extensive national and international experience in a, b, c, d and e.

Key Skills and Capabilities

- Development and implementation of strategic communications plans
- Strong networking skills and a wide range of high level contacts
- Demonstrated ability to heighten organisational visibility and positioning through a combination of public relations and marketing techniques
- Extensive national and international media coverage in all sectors
- Policy research and policy communications techniques
- Articulate verbal and strong written communication skills for issues and information campaigns, new developments, consultation and communications lobbying support
- Crisis and issues management

Education

1991-1992	University of Searson Buck Post Graduate Diploma, Professional Communications
1988-1990	University of Tasmania Bachelor of Arts, double major: History and Sociology
1987-1988	My Senior School Higher School Certificate

Memberships / Community Involvement

2003 – 2006	Board Member XYZ Company Blurb about board
2005 – current	Member, Service Club of Local

Work History

Mar 2008
– Sep 2009

Divisional Manager
XYZ company
(reporting to the CEO)

Blurb about XYZ company

Responsibilities:

- Provision of strategic planning and advice to CEO.
- Development and delivery of strategy.
- Business development focusing on new markets.

Key Achievements:

- Negotiated the agreement between ...
- Developed a partnership with ...
- Progressed a national partnership for XYZ ...
- Developed and managed close relationships between
- Developed one of five successful sponsorship / grant proposals
- Successfully negotiated

Sep 2007
- March 2008

Team Leader
XYZ Company
(reporting to the Divisional Manager)

Blurb.

Responsibilities:

- Manager of a three person team.
- Provision of operational leadership to the team, coaching, advising and supporting members on relevant issues
- Developed and coordinated implementation of specific strategies, working with the finance division to provide overall financial strategies.

Key Achievements:

- Led the team to deliver timely, effective results...
- Worked closely with xxxx to raise issues such as

Nov 2006
- Sep 2007

Consultant

I established my own consulting business to

Responsibilities and Key Achievements:

- Independent Consultant to
- Project consultancy for
- Various projects for

Feb 2002
– Nov 2006

Manager
xxxx
(reporting to Executive Director and the Board)

Blurb

Responsibilities:

- Management of the
- Developed ...

Key Achievements:

- Generated
- Successfully coordinated ...
- Established excellent working relationships with ...

Nov 2000
– Feb 2002

Senior Consultant - International
xxxx
(reporting to Manager, xxx)

Responsibilities and Key Achievements:

- Management of ...
- Liaison and management of
- Development of
- Development of key relationships with

Nov 1992
– Nov 1995

Consultant
xxxxx

Blurb

Responsibilities and Key Achievements:

- Account Manager for
- Strategic communications and public relations activities focused on

Professional Development

2005 **University of Learning**
Environmental Management

2004 **TAFE**
Short course, Heritage Management

1996 **Art Studies College**
Diploma of Photojournalism

Leisure interests

Cooking, travelling, reading, gardening, walking.

Referees

Available upon request.