

Cats Howell

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Professional Overview

Having had a successful and varied career in both private enterprise and the Public Service I am now looking to leverage my wealth of knowledge and experience in the areas of business, stakeholder and people management to secure a role that will provide me with an on-going challenge and enable me to utilise my skills to the benefit of an organisation.

(please edit this document to make it work for you, this is just a made-up template/ example for you to use) enjoy and GOOD LUCK.

Key result areas

Effective Communication

I am a clear and effective communicator. I am able to relay messages to others succinctly, both verbally and through the written word to ensure comprehensive understanding. I also have extensive experience in coaching in both group and one on one situations using constructive and consultative mechanisms.

Attention to Detail and Quality Assurance

I am committed to providing exceptional results and manage duties efficiently with a constant consideration for quality.

Relationship Management

Relationship management is my driver to success, ensuring trust is built and maintained while coordinating the needs and demands of all stakeholders.

Problem Solving

I take logical and analytical approaches to issue resolution, considering multiple angles and identifying most appropriate course of action.

Project Management and Time Management

My proven ability in root cause analysis and problem identification has added to my expertise in meticulously planning projects from start to finish. I am able to prioritise and accurately schedule required tasks to meet tight deadlines and work to optimum levels of productivity.

Professionalism

I am constantly looking for opportunities to share my knowledge and experience with others and improve the standards in my industry. I love to learn all I can from each situation, taking the opportunity to learn from others and gain new skills.

Leadership

Over the years I have continued to develop my leadership skills and I am committed to getting the best from my employee/s or team members by leading by example in order to produce the highest level of service for my clients. I am comfortable in challenging attitudes and behaviours that are not in line with the future direction or culture of my workplace. I aim to establish an environment that is positive, passionate, and receptive to change and results focussed.

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Experience Highlights

- **High level liaison** with a broad range of stakeholders incl: Agencies, International Airports, Business, Builders and Architects, State Bodies and off-shore Governments
- High level/experience **coordinator roles**
- High level administrative and **human resource** background
- **International negotiations**/meetings overseas with Senior Government Representatives in China, Japan, Singapore, Hong Kong and New Zealand
- Managing a resource base of staff and associated infrastructure in a **complex environment**
- High level achievement of **program effectiveness**
- Experience in **large resource base**
- Significant experience and involvement within **legal framework**
- Responsible for **business plans/budgeting/resource allocation** for large programs and staffing
- Working **cohesively with staff** and clients in seeking optimal outcomes
- Responsible for steering significant **change and risk management** processes in the work place
- Responsible for high **team efficiency**/effectiveness
- Senior participant in broad range of committees/projects in a **regional and national** context
- Strong focus on team management/staff involvement/ **staff satisfaction**
- **Outcome focussed**
- Strong agricultural background and **Quality Management** (Auditor)

Employment History

Date	Role / Organisation	Responsibilities
2016 - 2018	Current career Carer	<ul style="list-style-type: none">• Delivering a people centered approach to those with a disability• Ensuring clients have access to fundamental care arrangements• To secure clients the best quality of life possible• Updating files to ensure content is up-to-date, accurate and complete• Ensuring that clients wellbeing is actively safeguarded and that concerns are reported immediately• Complying with health and safety policy and procedures• Providing personal assistance according to the needs and wishes of the client• Encouraging the client to perform tasks as per their Care Plan• Assisting the client with their emotional, psychological, cultural and spiritual needs• Supporting the maintenance or restoration of the client's independence

2015 -2018

Current career
Coach

- Conduct advanced personal coaching of horse and rider combinations
- Development of rider combinations in preparation for advanced competitions
- Assist in equine selection and pre-purchase for clients
- Working with a large equine base
- Goal setting and developing appropriate and achievable training plans with riders
- Executive training plans to achieve desired success
- Exercise patience, encouragement and motivation with riders to build confidence and self-belief
- Monitor and care for horses

2005 – 2015

Current career
Manager of Business

- Interfacing with the public and broad Stakeholder Groups including Architects, Planners, Builders, Business Groups and other clients
- Directly responsible as first point of contact for sales, project coordination and client liaison.
- Responsible for business/client interface significant to business continuity and included all showroom sales.
- Responsible for company estimations
- Use of advanced design software for costing of all company commercial estimations, job specifications and subsequent ordering.
- Responsible for Administration/Management/Human Resources
- The direct supervision of office, showroom, reception and production staff (8 employees) including staff performance and planning. This role also included recruitment, banking reconciliation debtor and creditor monitoring and MYOB entries.
- Responsible for Commercial Contracts
- This role included the responsibility for completion of all legally binding company contracts, associated conditions and payment terms.
- An integral aspect of contract management required a mediation role for unusual or unforeseen circumstances.
- Responsible for Project Management
- Direct role responsible for management, planning and company liaison for large projects.
- Required prompt follow-up and coordination between architects, builders, manufacture and delivery to site.
- Fairview Victoria was awarded the first contract in Melbourne for architectural windows for “Kew Cottages”.

August 1987 to April 2005	Current career Varied roles	<ul style="list-style-type: none"> • Quarantine Officer, Brisbane (1987–1988) • Supervisor, AQIS Centre, Brisbane (1988–1989) • Supervisor, Brisbane International Airport (1988– 1989) • AQIS International Airport Manager, Brisbane (1990 –1995) • Secondment to Canberra (1996–1997) • Assistant National Manager Airports Program, Canberra (1997–1998) • Program Manager, International Mail, Canberra (1998–2000) • Assistant Regional Manager Border, Brisbane. (2000–2005)
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1980 to 1986	Current career Varied roles	<ul style="list-style-type: none"> • Research Assistant to Prof RH Johnson & Dr Peter Daniels • Immunology and Microbiology - assays, cell tissue culture • Responsible for isolating ovine virus • Responsible for isolating cancer cell lines • Responsible for isolating monoclonal antibodies • Technical areas including: microbiology, immunology, histology, pathology, veterinary field studies, trials, and practical assessments for postgraduate students
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Achievements

- Australia Day, Agency Public Service Award for Staff Performance Effectiveness and Infrastructure Planning in Airports
- Technical Acknowledgements in Post Graduate Papers
- Co-recipient award in Business, “Commercial Project of the Year”
- Fairview Victoria was awarded the first contract in Melbourne for architectural windows for “Kew Cottages”.

Education and Training

- ADRT - Assoc Diploma Course in Animal Husbandry University of Queensland (QAC Campus)
- Certificate in AQD Auditing (Auditor) Techniques (QLD)
- Strategic Communications and Media QDPI
- Business Plans and Risk Management (Canberra)
- Various Training Courses for Software Applications
- Business Management (Canberra)
- Conflict Management (Brisbane)
- Budget Management (Canberra)
- Project Management (Canberra)
- Performance Management (Canberra)
- Emotional Intelligence (Queanbeyan)
- Staff Performance and 360 Feedback (Bowral)

Hobbies and interests

- Family Values
- Equestrian Sports Coach

References - Available on request

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