

# RESUME OF CLIENT NAME



Basic  
Layout  
Sample

## PERSONAL INFORMATION

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Location: Relocating to Darwin  
Phone: 07 7536 9191  
Email: client.name@defence.gov.au  
DOB: 20<sup>th</sup> June, 1967  
Hobbies: Fishing, camping, car maintenance

## INDUSTRY EXPOSURE

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- Workshop management
- Customer service management
- Maintenance quality assurance
- Technical documentation
- Team management (trades)
- Business planning
- Resource management

## SUMMARY

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Could you use a down to earth maintenance manager with a strong customer service background, broad business management skills and maintenance expertise gained across a variety of complex plant and equipment?

## PROFESSIONAL EXPERIENCE

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Jan 01 - present

### MAINTENANCE TRAINING & MANAGEMENT

#### Maintenance Services Manager

Successfully completed a rigorous two year maintenance conversion to the Hornet aircraft, adding to previous experience gained maintaining F111 aircraft. Invited to take up a key maintenance management role at Katherine.

#### Highlights

- Reported to the Senior Engineering Officer.
- As a qualified Aerospace Mechanical Engineer, worked extensively on state of the art F/A18 aircraft systems.
- Supervised maintenance planning and scheduling, including allocation of people and resources to tasks.
- Managed shopfront customer service, liaising with customers at all levels face-to-face, in writing and by phone.
- Installed, maintained and repaired hydraulics, pneudralics, flight control surfaces, undercarriage components, environmental control systems, fuel, jet propulsion and ancillary systems.
- Managed staff across a variety of trade such as Avionics Technician, Aircraft Surface Finishers, Non-Destructive Inspectors, Aircraft Structure Fitters and Armament Fitters.
- Oversaw staff specialising in external flight controls, external fuel tanks, undercarriage and hydraulics.
- Responded to customer enquiries on all maintenance services, including handling complaints.
- Worked extensively with maintenance and engineering documentation.