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BUSINESS SKILLS

8 years maintenance, career management and aviation experience

Strong knowledge of avionics, electronics and electrical engineering

Adept at forging strong relationships with clients and business partners

Genuine passion for standout customer service and teamwork

Innovative at developing systems adaptable to changing environments

Proven ability to motivate colleagues to exceed company goals

Track record of getting the job done well, under pressure, without fuss

Well-developed communication and interpersonal skills

Value achievement and results over process and presentation

CLIENT NAME

100 Madeup Street Name
Canberra ACT 2600

PERSONNEL TRAINING CENTRE

Based in Canberra, the Navy Personnel and Training Centre manages the provision of support across a variety of training functions for Navy.

Key areas falling within the business charter include further education and overseas training for personnel, accreditation of Defence courses and the maintenance of training and education records.

Career Manager

Joined this dynamic business to assist electronic and aviation technicians prepare for a career outside of the Defence Force. Major responsibilities included preparing employment histories, performance reports and professional references.

Processed accreditation for civilian recognition of military skills and liaised with a broad spectrum of military and civilian educational institutions to research and develop certification requirements.

Highlights

Provided personalised advice, coaching and counselling to technical specialists, working closely with their families to aid their transition into civilian life and help them through a period of adjustment.

Gained tremendous satisfaction through working with clients to ensure a smooth transfer and help the realise their personal goals outside of Defence.

Ensured customers were fully informed about their recognised qualifications and understood the options open to them.

Collaborated with civilian and military institutions to develop training certificates and formalise the skills achieved by Navy personnel.

Commended by senior management and clients for providing excellent customer service and a demonstrating a willingness to go well beyond the scope of my role to help people.

Attached to the Strategic Operations Division for 3 months to manage the information flow between businesses deployed in Iraq and the Australian government.

Led a team of 5 staff to manage the storage, retrieval and delivery of sensitive information. Formally recognised for my ability to get the job done well, without fuss, in physically challenging circumstances where lives were at risk on a daily basis.

CAREER MANAGEMENT AGENCY

Located in Canberra, the Sailors Career Management agency manages employment and advancement opportunities for Navy's personnel at all levels, from sailors to senior managers.

The key objective of this fast-paced business it to balance the career aspirations of sailors with the requirements of the Navy.