



DANI FRAZER

PHONE: 0412557088

E-MAIL DANI.FRAZ@LIVE.COM.AU

POSTAL ADDRESS: 14 GROVELAKE CL, ELEEBANA, NSW 2282

EDUCATION

2006 – 2009 Bachelor of Communications majoring in Public Relations Completed at Griffith University QLD, (studied via correspondence, one final elective to be submitted, graduate in February 2010).

2004 Higher Schools Certificate – Completed at Tuggerah Lakes Secondary College, The Entrance.

2009 IGE Project NatureConnect NSTP; Eco Psychology *The web of life Imperative*, an interactive study that scientifically and spiritually empowers you to make your life and interests increase well-being by reducing our unreasonable bias against and disconnection from nature. (I am enrolled in an ongoing bachelor degree of Eco Psychology.)

QUALIFICATIONS

2009 – Present Adobe Illustrator

2007 – Present MR Vehicle Licence

2007 – Present National Security Clearance. *As at 22nd of November 2007*

2005 – Present ING Superannuation & Retirement Government legislation

2005 – Present IFSA Ordinary Managed Investments Practical Development Program *received a distinction.*

PREVIOUS EMPLOYMENT

August 2009 – Current *Solo Resource Recovery*, Port Stephens, NSW **Education Officer**

Currently employed as a Casual Education Officer, working directly in conjunction with Port Stephens Council, I develop and implement an annual Education/Communication Plan and Budget to increase recycling and reduce contamination within the shire of Port Stephens. My role includes:

- Developing & delivering education/communication programs that reflect the aims and objectives of the company's policies.
- Liaise with community leaders and groups with the aim of promoting and educating the groups about recycling.
- Fortnightly newspaper 'slim bin' column within the Port Stephens Examiner.
- Carry out audits and Research in order to determine contamination rates of recyclables and improve contamination yielded.
- Undertake public speaking engagements, speeches & Information sessions.
- Work with local schools to enhance the recycling programs of the company and the council.
- Deliver a recycling school program, educating and encouraging children and teachers to recycle.
- Staff management, monitoring and mentoring, in all aspects of staff employment.
- Develop and maintain the education budget.
- Carry out public relation calls to public, media releases & media management.
- Implement an analytical approach to research and assessment of all programs and campaigns, their development and prepare reports.
- Implementing recycling scheme for company.
- Campaign logo, development designs,
- Proficient use in all Microsoft systems and associated programs such as Adobe Citrix and Excel.

August 2009 – Current *Solo Resource Recovery*, Port Stephens, NSW **Workshop Coordinator**

Additionally employed as Casual Workshop Coordinator, I work as direct assistant to the workshop manager within Solo Resource Recovery. My role includes:

- Parts interpretation & procurement
- Workshop administration, human resources, payroll & maintenance.

- Mechanical trades assistant.
- Boiler making.
- Human resources, staff coordination, payroll.

June 2009 – November 2009 *Forster Waterside Inc*, Forster, NSW **Event Manager**

Employed by Forster Waterside Inc, a main street community organisation, as a private contractor I coordinated and managed the development of a major community event put on by a group of business owners within the main street of Forster. Working directly in conjunction with the Great Lakes Council, my main duties included:

- Assessment and evaluation of a variety of event proposals, themes and activities within the community region of Forster Main Street.
- Development of a formal event plan, records management & filing.
- Development of event Schedule and timeline management
- Teams organisation, motivation and recruitment.
- Project management, planning and procurement.
- Carry out public relations & positive clientele liaison in all aspect of event coordination.
- Planning, development and coordination of event budget.
- Meeting organisation, minutes & agenda.
- Development of a communication and media plan.
- Liaise with community and group leaders within the council and associated community services to coordinate strategic planning.
- Research Development and coordination of event theme.
- Directly liaising with public and business owners, promoting Forster Waterside & the event in successful efforts to source event components.
- Event sponsorship applications and attainment.
- Proficient use of all Microsoft systems and associated programs.

Oct 2007 – June 2008 *Australian Air Force*, Darwin, NT **Transport Dispatcher**

Within the Australian Air Force I was employed as a contract Transport Dispatcher, where I was responsible for managing a vehicle fleet of around 30 small and heavy vehicles. My role included;

- Staff coordination, motivation and briefing.
- Project management, planning and procurement.
- Planning, development and coordination of vehicle services, safety & reports.
- Vehicle Management & coordination; lease t & activities management, cleaning & maintenance, Service & repair scheduling & delivery.
- Liaise with RAAF group leaders in organising schedules and vehicle loan for large RAAF exercises.
- Effective time and pressure management within all positional aspects.
- Records management and detailed filing.
- Fuel management and associated safety procedures.
- Direct public relations, involving creditable interpersonal skills, client services; customer services and extensive telephone & computer skills

June 2007 – Sept 2007 *Gary's Safari's*, Port Douglas, QLD **4WD Tour Guide**

Within Gary's Safari's I was employed as a seasonal four wheel drive tour guide, I was responsible for taking guided day tours of between 7 & 20 people, throughout Northern Queensland.

- Daintree Rain Forest/ Cape Tribulation/ Bloomfield 4WD day tours
- Clientele relations & management; relationship building, attending to clients every need, cash collection, food management.
- Effective time and pressure management, scheduling and deadlines.
- Records management and detailed filing.
- Continual knowledge improvement of natural areas and history associated, utilised to keep clientele informed at all time during the tours.
- Guided rainforest walks, navigational skills.
- Business promotion and marketing within all levels of the company.

September 2006- February 2007, Timezone, Tuggerah, Assistant Manager

Working within Timezone, I was worked as Assistant Manager, establishing and running a new store in Tuggerah. My duties included;

- Business planning & daily operation co-ordination,
- Budget control, wage management & procurement.
- Staff recruitment, rostering, training and management.
- Marketing, store layout & public relations.
- Shop Maintenance; Stock control & ordering, Cleaning, gaming repairs
- Business Formalities; reports, filing.
- Proficient use of all computer programs and systems.

April 2005- July 2006 ING Australia, Tuggerah, NSW Adviser Services Consultant

Originally I was employed as a customer service specialist within ING and was promoted within my first six months to Adviser services consultant. My duties included:

- Superannuation, managed investment & Retirement Legislation accreditations completed & knowledge base created.
- Clientele Service; Client & financial adviser investment follow up, building customer relations
- Far-reaching time management, in prioritising tasks and customer requests.
- Highly developed clientele services skills, addressing all clients' requests, complaints, following up all tasks from end to finish.
- Challenging front office skills and prompt response and feedback to all clientele requests.
- Proficient use of various computer systems and programs.

PERSONAL VALUES

- Health, fitness and personal improvement & awareness.
- Treating all others equally and with associated respect, I try to understand and appreciate where people are coming in all situations.
- I am highly motivated and dedicated individual, I believe you can never stop learning.
- I strive to achieve progressive professional development.
- I am highly flexible, considerate and understanding.
- I value myself as a reliable team player, who works equally as well independently.

REFERENCES

SOLO RESOURCE RECOVERY – Mick Blair, Workshop Manager
Ph: 0408661395 Email: mick.blair@solo.com.au

FORSTER WATERSIDE – John Mansour, district business owner
Ph: **0409991260** Email: john@manningshoes.com.au

FORSTER WATERSIDE – Daniel Romer, District business owner
Ph: **041231630** Email: dromer@bigpond.net.au

RAAF BASE DARWIN – Jacqueline Fredericks; Manager
Ph: **08 89242529** or **0404338724** email: jacqueline.fredericks@defence.gov.au