

Resume
Of
Stephen John O'Sullivan



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Stephen O'Sullivan – Curriculum Vitae

Experience	2012 – March 2013 Customer Service Officer ◆ Involved in all aspects of running a busy tour business Auswalk Walking Holidays
	2009 - 2010 Systems Analyst ◆ Analysing and re-developing work processes and systems Australian Depression Institute
	2009-Present Life Coach ◆ Helping Clients deal with Stress, Anxiety and Depression Self Employed
	2008 – 2009 Finance Broker ◆ Owner/operator of Caboolture Franchise Vision Mortgage Solutions
	1995 - 2007 Project & Systems Administrator ◆ Multi million dollar ATC Rule Book re-write project ◆ ATC Licensing – Software Development & Staff Training ◆ Rostering Software – National System Administrator Airservices Australia
	2006 - 2007 Mobile Travel Broker ◆ Marketed , sold and coordinated Travel Packages on behalf of ABA Travel Home Travel services
	1992-1995 Video Producer ◆ Managed a busy Video Production House ◆ Event Managed Australian International Film Festival SOS Video Productions
	1981-1992 Flight Service Officer ◆ Worked traffic in Melbourne, Mildura, Port Hedland and Brisbane Airservices Australia
	1973-1981 Bank Officer ◆ Worked as Bank Officer in Branches throughout N.S.W. Westpac

Tertiary Education	<ul style="list-style-type: none"> ◆ Diploma of Project Management – University of New England ◆ Certificate IV in Financial Services (Finance/Mortgage Broking) ◆ Certificate III in Air Traffic Services
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Secondary Education	<ul style="list-style-type: none"> ◆ NSW Higher School Certificate ◆ Majored in Mathematics and Physics
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Other Education	<ul style="list-style-type: none"> ◆ MFAA – Commercial Lending ◆ Private Pilot’s Licence 163636. ◆ Recreational Pilot Certificate ◆ Class 4 Instrument Rating ◆ Constant Speed & Retractable endorsement ◆ Information Mapping Course(Tactics) ◆ Risk Assessment & Management ◆ Microster - Certified System Administrator ◆ Small Business Bookkeeping ◆ Film Direction(A.F.T.R.S.) ◆ Microsoft Project Course ◆ Implementing Knowledge Management – Standards Australia ◆ Mind Mapping Techniques ◆ Life Coaching – AD Institute ◆ Certified Counsellor – Inner Voyage ◆ First Aid Certificate ◆ NSW Working with Children Certificate
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<p>Skills & Achievements</p>	<ul style="list-style-type: none"> • Aviation • A broad general knowledge of Aviation history, Airspace Management Systems & Policies, Aircraft performance and Aviation political issues. • Industry presentations on safety and procedural issues. • Represented Australia overseas in talks with the American FAA on Airspace Management issues • Training & Documentation • An excellent knowledge of, and experience in, basic training and assessment practices • Experience in creating and running computer-based ATS simulation exercises, including TGO Team Leader • Competent in developing Interactive CD ROM based Training & Assessment • Setup and managed the Airservices' Training Documentation Unit • Managed and conducted <i>Microster</i> Training and Implementation Program across Airservices Australia • Competent in Technical Writing & Procedures Development • Written Safety Article published in Government Aviation Magazine • Management • Experienced in all aspects of managing a small business • Experienced in Supervision and Leading teams of up to 15 members • Skilled in Negotiating with Clients, Employers and Staff • Project Managed the inaugural Australian Digital Film Festival • Experienced in Risk and Knowledge Management processes • Finance • 10 years' experience in Australian Banking operations • Experience in Loan assessment, security documentation and execution • Information Technology • Comfortable in the use of computers and computer-based equipment • Able to work capably in a Windows environment • Competent in Non-linear Video Editing & Multimedia Software • Competent in basic HTML Web Page development • Competent in Word, Excel, PowerPoint, Access & MS Project • Certified <i>Microster</i> Administrator • SAP Licensing & PAM Administrator
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