

ADDRESS

[Not listed in web version]
Hadspen, Tasmania, 7290

CONTACT DETAILS

[Not listed in web version]
Geoff.Rollins@gmail.com

PERSONAL

30 years of age
Married with two daughters

CURRENT ROLE (2011-12)

Undertaking a Master of Teaching degree through the University of Tasmania.

CURRENT OBJECTIVES

Successful completion of my Master degree leading to employment in the educational field.
Interested in contract or casual work in my areas of experience, or new areas.

ACADEMIC QUALIFICATIONS**Master of Teaching (In Progress)**

University of Tasmania, Launceston, 2011-2012
2011 unit results: 1 high distinction, 5 distinctions and 2 credits

Graduate Certificate in Maritime and Logistics Management

Maritime Economics, Maritime Law, Port and Terminal Management, Services Marketing
Australian Maritime College, Launceston, 2006

Bachelor of Information Systems

Major: Electronic Commerce
University of Tasmania, Burnie and Hobart, 1999-2002

OTHER QUALIFICATIONS**Certificate of (Sea) Safety Training. Under STCW95 international convention**

*Personal Survival Techniques, Personal Safety and Social Responsibilities,
Fire Prevention and Fire Fighting (Marine)*
Australian Maritime College, Launceston, 2007

SCUBA Diver

Rescue Diver, Advanced Open Water Diver, Open Water Diver
PADI, Launceston, 2009; PADI, Taranna, 2007; SSI, Wynyard, 2004

RECENT PREVIOUS EMPLOYMENT**AMC Search, 2004 – 2011, Project Administrator: Maritime Simulation**

AMC Search Ltd is the commercial arm of the Australian Maritime College

Administrator of commercial projects within the Centre for Maritime Simulation. Projects involved port area developments, marine pilot training, vessel testing and navigation training. I managed an average of 50 projects per year with a total revenue of approximately \$900,000 per annum. Common tasks included client and consultant liaison, quotations, funds allocation, invoicing, quality review and the recruitment and management of casual staff. Other duties included:

- ✦ Management of NOREQ FRB650 Fast Rescue Craft importation and commissioning
- ✦ Management of general category projects and consultancies
- ✦ Website development and management
- ✦ Internal quality auditing to ISO9001:2008 standard
- ✦ Survival Centre management
- ✦ Vessel Operations Simulator area modeller for two Malaysian ports
- ✦ Deckhand and Helmsman, *TV Pinduro*
- ✦ Australian Department of Defence security clearance: Restricted
- ✦ Fire Warden and Senior First Aid Officer

PREVIOUS EMPLOYMENT

Lifeguard (Ocean Survival Training)

Australian Maritime College, Launceston, 2004

Office Administrator and Lifeguard

UTAS Sport and Recreation, Launceston, 2004

Service Advisor

Performance Automobiles, Hobart, 2003

Sales Assistant

Kmart Australia, Launceston and Hobart, 2000-02 and 2003-04

Chainman

PDA Surveyors, Hobart and Kingston, 1999 and 2002

Sales Assistant

Coles Supermarkets, Burnie, 1997-00

COMPETENCIES AND SHORT COURSES

- ✦ Multiple operational courses, Tasmania Fire Service, 2007-10
- ✦ Defensive Driver Training, John Bowe Driving, 2010
- ✦ Heavy Vehicle Licence and Passenger Ancillary Certificate, TransTrain, 2008
- ✦ Teacher of Swimming and Water Safety, AustSwim, 2008
- ✦ Bronze Medallion, Royal Life Saving Society of Australia, 2004-09
- ✦ Level 2 First Aid, De-fibrillation, Advanced Resuscitation, St. John, 2007-10
- ✦ Quality Internal Audit Systems, Lloyd's Register, Melbourne, 2005

CURRENT COMMUNITY POSITIONS

- ✦ Tasmania Fire Service (Hadspen): Firefighter
- ✦ Ocean Divers Incorporated: Vice President and Website Officer

PAST COMMUNITY POSITIONS AND MEMBERSHIPS

- ✦ Tasmania Fire Service (Hadspen), Fourth Officer, 2009-11
- ✦ Ocean Divers Incorporated, Dive Officer and Secretary, 2008-10
- ✦ Three Peaks Race, AMC prospective entrant working party, 2007
- ✦ Launceston Athletic Club, middle distance runner, 2006-07
- ✦ Northern Tasmania Social Soccer Association, Prospect Warriors, 2007
- ✦ State Emergency Service, General Rescue Team, 2004-05
- ✦ Burnie and Glenorchy Tennis Clubs, 1989-96 and 2003 respectively
- ✦ Zen Do Kai Freestyle (martial arts), 2001-03

REFEREES

Available upon request