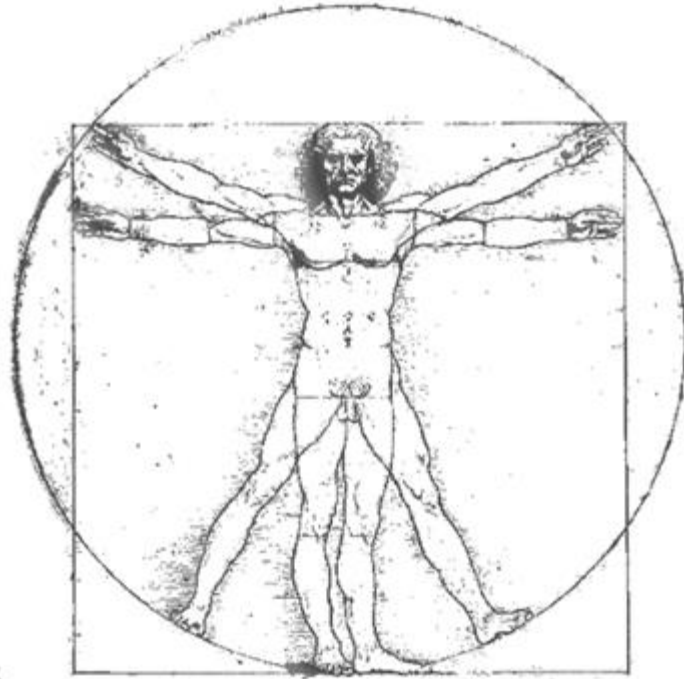


Assignment 3:
Development needs.

Q(1). Identify development need over 12 months. (2500 words).



Student Name: Lexmilian de Mello
Student Number: 1013 7844
Day & Time of Tutorial: Tuesday, 17:30

Lecturer Name: Peter Standen
Due Date: 20th October 2009
Word Count: 3270

Declaration: “I certify that I can provide a copy of the attached assignment if required” - “I certify that the attached assignment is my own work and that all material drawn from other sources has been fully acknowledged”

Signed:

Dated: ...28th August 2009...

TABLE OF CONTENTS

| | |
|--|----|
| DEVELOPMENT NEEDS | 3 |
| IDENTITY..... | 3 |
| LEADERSHIP..... | 4 |
| FUTURE | 4 |
| SKILLS REQUIRED | 5 |
| MISSION/VISION | 7 |
| RELATIONSHIPS..... | 8 |
| STRATEGIES TO DEVELOP RELATIONS..... | 8 |
| STRENGTHS AND DEVELOPMENT NEEDS..... | 9 |
| CHARACTER..... | 9 |
| EXPERIENCE..... | 10 |
| MINDSETS | 10 |
| CAPABILITIES | 11 |
| SELF REFLECTION | 12 |
| SELF DEVELOPMENT PLAN..... | 13 |
| BACKGROUND..... | 14 |
| CONCLUSION..... | 15 |
| REFERENCES..... | 16 |
| APPENDIX..... | 17 |
| LEADERSHIP DEFINITIONS (Smith, Montagno and Kuzmenko, 2004)..... | 17 |
| MMPI TEST | 18 |
| THE DIFFERENCES BETWEEN SUCCESSFUL PEOPLE AND UNSUCCESSFUL..... | 19 |
| RÉSUMÉ..... | 20 |

DEVELOPMENT NEEDS

IDENTITY

What is your identity? Introduce yourself in a few paragraphs – your strengths, passions, formative influences (eg family, school, army...), life goals etc.

What defines who I am pertains to my dreams and life long ambitions. I have been told I radiate charisma, even though I am not willing to accept it. My key strengths in life would be my determination to succeed despite all adversity, my initiative knack, my ability to pool a network of friends, my kind heartedness, my good sense of humour, my honesty and sincereness.

I do have a desire to live life to the fullest, and the afterlife therein, and thus I do have passions when it comes to travelling, extreme sports, and new ventures. I do have high ethical morals of my own, and at the same time I do not discriminate against others for whatever cause, way, or deed as long that it does not interfere with other people's life.

My formative influences in life would have to pertain to areas of socializing, this beeth from influences from High School, different cities and locales, family, past jobs and activities, and current group of friends. I have learnt how to deal with people from most walks of life and I see it all as a great adventure.

My life goals, apart from monetary success, pertain to being able to sire many children someday (eight of my own and perhaps two adopted Negroes) and as an inspirational role model for this role I have Stephen Covey as a guiding mentor.

LEADERSHIP

What is leadership to you? What theories of leadership (eg transactional, situational, transformative, authentic, servant etc) guide your personal concept of it? Are there some role models (in family, work or public life) that guide/inspire you?

Leadership to me is a playing field in which you get to be the actor. I believe that an effective leadership style would relate charismatic, transformational, and servant roles with a knack for adaptation in order to role-play to the set scenario. Leadership is about being a natural leader, authentic in mannerisms and figure of speech, but at the same time role-playing as if it were second nature, rather like a common necessity in parallel to breathing. Leadership is about guiding all immediate stakeholders so that a domino effect gets created and resonates throughout the interconnected web – it is about passion and hence it is a way of life.

I have many inspirational role models that shape me towards achieving my personal style, but what is strangely enough is that not all of them are leaders directly but they all have an amazing inspirational effect on people. To name some, Elvis Presley, Jim Carrey, Buzz Aldrin, Michael Jackson, Stephen Covey, Steve Martin, my father, and last but not least also some fictional characters from movies. An inspirational role model does not necessarily have to pertain a real life living person, and hence, fictional characters (from movies, stories, and the such) can and do portray idealised roles that should sometimes be admired for.

FUTURE

Where do you see your career path heading in the near future (say 5 years). What sorts of work? In what firm(s)? How does this fit with your life goals?

It is hard to predict the future as most fortunes in life occur by simple serendipity alone. Upon graduation of this year I do have high hopes on attaining a job located in Papua New Guinea as a project engineer – attaining this through a friend of mine. Unfortunately work in the petroleum/oil/gas industry is extremely competitive, so if I

am able to attain a job locally then I will but ideally I am looking for a position that will pave an easy way for me to develop my skills to become chief executive officer of which may eventually pave my path to becoming chairman for a main industry player. However, as unrealistic as that sounds, I will need to attain a job and secure it for five consecutive years to say the least, and once attaining that experience I may consider the possibility of working in the orient if such an opportunity arises. Somewhere in between all that I will need to have a wife, maybe two, and sadly enough I am getting old before my time.

I predict that I may indeed be lucky and I will attain a fairly decent job and hence will have to make up my mind on which field to specialize in – this will be purely based on supply and demand it seems.

SKILLS REQUIRED

What skills are required in your current job? (If not working, what do you think you will need for the next job?) How does this fit with your life goals?

I believe that for my next job I will need the ability to be an exceedingly fast learner as I will be required to grasp completely new concepts that may not pertain to my field directly. I will need to be confident, and if not competent I will need to give the illusion that I am exceedingly competent if I am to succeed. There is the possibility I may be required to work on a field closely associated with Civil engineering, of which I know very little, so it seems that my ability to finally regulate my sleep will need to flourish as I will be working very hard indeed just to keep pace with it all. I will need to be proactive in all circumstances and demonstrate an uncanny initiative in order to impress my bosses to show I can meet quotas ahead of schedule and of a superb standard.

All this fits with my life goals quite as expected, however, I do worry endlessly that the pressures from work may take aside time that I should be otherwise devoting to establishing a stable family life, and indeed the likelihood that marriage will only come my way when in the 40-50s is all the more disturbing. As a life ambition I do

intend to expand my knowledge in all areas pertaining to the oil & gas industry, but in order to guarantee my future there will need to be some development into new oil field ventures if I am to secure the longevity of my line of work.

Relating skills pertinent to the course the following areas need (or need no) improvement:

Table 1: Analysis of interpersonal skills

| SKILL | Current Level (able to grasp) | Room for improvement |
|------------------------------|--|--|
| Active listening | Response/action, analysis, understanding, enjoyment. | Retention. |
| Nonverbal communication | Understanding of expression, and body language. | Taking advantage of cultural differences. |
| Perception | Senses, expectations, desire, emotions, self-perception, tendencies, attitude, observations, gender + culture. | Interest, fine-tuning metaperception, enacting on self-perception/tendencies/attitude, improving comm. channels. |
| Self-control and self-esteem | All personal conversations or small informal groups. Expectations continue high. | Public speaking, breaking the ice with ‘attractive’ members of the opposite sex. |
| Ability to organize | Doing everything to expected standards. | I often fail to exceed expectations due to adherence to mandates. |
| Time management | Very coordinated. | I could find other activities to do outside of schedules instead of just living a semi-sedentary life. |
| Handling Stress | Control of stress. Stress relief activities. | I could worry less about the future – that is my only fallacy of stress. |
| Communication skills | Cliché conversations, reporting facts of others, and self-disclosure. | Public speaking to wide audiences in ‘formal’ situations. |
| Developing trust | Very efficient. | There is room to be more wary of others whilst being discrete. |
| Resolving conflict | Ability to make use of constructive conflict. | Make do with collaboration more and learn to implement it in worst of situations. |
| Responding with empathy | Often entering in another’s feelings. | I ought to be able to suppress feelings I feel for others more but still enact on them when noticed. |

At the Appendix is a table relating some values on the MMPI scale (of which was covered in assignment 2), these pertaining to myself and three individual friends. What should be noticed is that on the embellishment scale it does indeed point out that indeed I may be too ‘idealised’ – this a facet of which my ex-girlfriend constantly reminded me before our mutual break up. I also exhibit above average traits of hypochondriasis and hysteria, although I mark phenomenally well in all other personality traits. The hypochondriasis scale is indicative that I may indeed be pessimistic, and sadly that is true, this as I have very little expectations in contrast to what they should be in order to prepare me for the worst in case it does happen. I am a pessimist out of necessity so that I can be better prepared for the worst case scenarios should they occur – a form of self-esteem management you could say. The hysteria scale also indicates I am centred on outlook or mayhap too religious and conforming. There are also indications that I may be slightly rebellious, impulsive and reckless (as seen in the deviant scale). On that last note, I would like to control my senses and instead be seen as a more affectionate and serious person than the deviant scale suggests. However, I bear creed that this is a matter that will come to fruition with the passing of time as I attain more work experience and change my social circles all the further.

MISSION/VISION

What is your leadership mission/vision? An aspirational statement that you can identify with.

I pledge to live my life by adhering to my family’s coat of arms motto, ‘Virtus et Honor’, and in doing so I do intend to make a name of myself, and achieve stardom, by simply being myself. I will continuously strive for success, despite coming to face with all adversity, and hence I will never give up in pursuing my grand dreams – not in this life or there hereafter. I will strive to learn for others when learning opportunities arise, and I shall seek to be a better person every step of the way because without goals there is no drive, with no drive no purpose, and with no purpose no hope.

RELATIONSHIPS

What are your key work relationships? No names! Do you need to develop important relationships with certain staff, managers, peers, customers etc? What sort of relationships should they be (“we meet regularly for coffee”)?

My work related relationships are few, but of these few they do secure prestigious roles and academic qualifications. We regularly connect with each other via the phone or electronic communication, and we do make every effort to catch up for beers whenever possible. However, I do not need to establish important relationships with my friends for work purposes, but I do establish important relationships for the purpose and sake of friendship itself. At times it is distressing that most of my time I spend with lower class individuals, alas, they seem to bring me the most joy in life as I am constantly aiding them and helping them – indeed most of my friends have me as a best friend.

I do hope on attaining more prestigious friends with the passing of time, and I fear this may be all the more vital if I am to pursue my career goals ahead of time. I do not intend to play golf, and it seems, sadly enough, that the only feasible common social activity involves going to pubs in order to share stories over a good pint. The reason I believe a ‘going-out’ arena to be important is because it paves way to meet more interesting people than a simple gathering in one’s house. Maybe my tastes will change, only time will tell.

STRATEGIES TO DEVELOP RELATIONS

My strategies to develop the relations I want are rather long term. I believe I have the right character and can put off various degrees of ‘deep acting’ in order to attain any friend I want, however, my impediment pertains to physical acquisition of wealth. Indeed, social circles do change depending on what car you drive, what places you venture, and even the décor of your very own home. I have good taste, I have nice style, but what is impeding me right now is the acquisition of all these elements that shape the environment around me. I am an idealist, and hence when I do not live the life I plan to, with all its perks, I do not see it fit to change my friends or social circles

from what may be more fitting to a scenario like mine. I am of the creed that image is everything, but alongside it is required a sound mind also.

STRENGTHS AND DEVELOPMENT NEEDS

Review of strengths and development needs. What capabilities do you have now and what do you aspire to have as a leader in, say, 5 years? The review could be a table. Consider four levels:

CHARACTER

Character. “I am an extrovert but would like to develop my reflective side...” “I am good at control but would like to learn to be more dependent on others...”

I am way too idealised at heart, so the last girl I dated told me, and I do have some impossible standards, however, I am noble, fair, just, and my common reasoning is sound. I am a bit of an extrovert and my life has never been the same after watching ‘Yes Man’ (movie). I would like to develop the art of spontaneous communication, that is, I would like to be able to improvise speech in such fluency and articulate nature that would simply be awe inspiring. I would like to be more disciplined in nature and hence radiate this aura of competency to those around me. I hope on being more discriminatory with friends than I currently am, but only if the situation calls for a decision that would better me off were I to discard individuals. I am made of courage, but no where near enough to what I should and want to have – to that effect I would need to be more competent talker but building up on creativity in speech is something that requires time and accrued wisdom it seems.

I suffer from bouts of depression from time to time, this inhibits my capability to be fully effective with my time – I do hope that over time I will be able to discard these bouts of thinking and indeed think positively the whole time but not to the point of mania. I already seem to know how to make the best out of a bad situation, however, even though I have hit rock bottom before I still need to be able to accelerate my response time to bad situations.

EXPERIENCE

Experience: “I have 5 years experience at this level / in this industry / in this unit / in Australia / in middle management / as section leader and in five years I would like to have more experience at...”

See attached resume, in Appendix, for a synopsis of my experiences. I would like to eventually progress within the work industry to not only become a specialist in the field of ‘Project Management’, ‘Reservoir Engineering’, or ‘Completions Engineering, but to also build a diverse range of skills of which will enable me to build onto my career goals. If the opportunity arises I indeed would like to mount an exploration venture seeking potential oil & gas fields in Antarctica. I also hope on being able to discuss openly in board meetings with such authority and intellect in order to really get things done within the workplace. I would like to have more experiences in the field of Finance and stock-market tools. Mayhap, if the opportunity arises, I shall undertake studies part-time in order to complete a Phd, but this only if life goes perfectly well and I am able to keep a balance with my social life whilst doing it.

MINDSETS

Mindsets: “I am good at operational planning / working with people / marketing / crime analysis but would like to develop to my mental framework for working people of other cultures / finance / working at executive level...”

I am good at report writing, dealing and liaison with people. I tend to make people laugh and bring smiles to their faces – I have good humour and I have been told I am good at motivating people. I would like to develop my mental framework to be more adapt at conversations with complete strangers than I already am. I would like to develop the skill to story-tell, and hence entertain people with intellectual talk and being able to approach whatever individual and captivate their interest through talk.

I do not have an impediment when it comes to talking with people of other cultures, however there is plenty of room for improvement on that field as my mindset is mostly ethnocentric it seems. I would like to develop a realist mindset and to be able to see people for who they actually are and not for what they appear to be – perception and sense-making skills being the key.

Working at executive level is something I believe I am capable of; however, my mindset needs to become more rigid and formal if I am to approach such a situation, and hence I need to be able to convey my views in such a manner that commands authority and responsibility.

CAPABILITIES

Skills of capabilities: “I have good skills in...but would like to develop...”

I have good skills in socializing and emotional intelligence. But on a more personal note I would like to develop/improve my skills in the areas of; singing, sleep control, voice, articulation of words, sports, seduction, outspoken nature, communication, empathy, focus, competency, persuasion, pleasantness, influence, and analytical natures.

SELF REFLECTION

What is your deepest belief pertaining to those close to you?

I believe that my close friends enjoy conversing with me and that sometimes they have hidden agendas of their own of which exploit my generosity in many ways.

Describe an event in which a former boss shaped your beliefs?

Nev, a former boss of mine for a consultancy firm, showed to me that the only way to be respected in life was to maintain a stern, firm, serious attitude to all matters in respect to the job. I have not reached that developmental stage yet but sure hope I can do it fluidly.

Would other say that you are open to opposing viewpoints?

The majority would, some wouldn't due to some imprinted first impressions.

How did you come to develop your set of beliefs?

I mainly idealised all that was good, and all that was naught, from a very early stage.

Do you always need to be right?

It is a much desired prospect, yes.

Do you generally approach life with cynicism and scepticism?

No, except on occasions which may bear resemblance to times I learnt the hard way.

How well do you deal with change?

Not too well unless it's a proactive change.

Whose voice do you hear the most on your inner self (father, friend, mother)?

I listen to my own voice and my own conceits.

Do you consider yourself to be a free thinker? How did you arrive to this?

Yes! It is through my inner passions and desires embedded within my soul that I am able to establish myself as a free thinker, albeit subjected to outside influences.

SELF DEVELOPMENT PLAN

1. Start now!

I will decide to act upon my personal self development by starting to put more effort in controlling my endless bouts of Insomnia – this starting now! I can build on what I do today, tomorrow.

2. Small steps.

By being able to prioritize my goals, as done in assignment 1, I am able to break a large goal into its smallest components.

3. Learn from other people.

I will listen more from my dad towards completion of this year. I shall quit smoking and look after my health and be wise all whilst doing so.

4. Welcome change.

There is no escape from change, lest I am never to attain my goals – I will act now!

5. Take responsibility.

I will not let my friends be accountable to my future, by proceeding in steps I will achieve what I am looking for.

6. Be grateful & recognize your worth.

I will be more optimistic in life, and gone are the days of living like a pessimist to prepare me for the worst. I will think highly of myself and with good reason.

7. Think about your intention.

Whatever I intend will eventually become my reality – I will think of no excuses.

8. Challenge yourself.

My goals will be so they are just out of reach, but not out of reach if being positive.

9. Do what you like.

I will accomplish my tasks by fitting them into routines that makes me happy.

10. Keep going & never give up.

I will persevere even if goals seem too hard to attain. I will keep setting myself new goals to achieve upon completion of previous goals – this will keep my mind, body and soul moving.

BACKGROUND

In order to fully develop myself it is important that I seek all self-development needs available. I already have taken one step forwards by seeking coaching from friends who are career aligned with my future goals. The development cycle, according to Gerard Egan, is composed of four main stages, these are:

- 1) “Recalling where I have been and where I am now. Recalling and evaluating various aspects of past and present roles for use towards my future development.
- 2) Developing deeper insight, uncovering ‘blind spots’ and underused opportunities. Deeper exploration of talents, needs, and aspirations.
- 3) Generating possibilities. Looking at alternatives and opportunities.
- 4) Defining strategies of action, where I would use my conclusions to formulate action plans.” (Bagshaw and Bagshaw, 2002)

In this bid in self development it is important that I think creatively by also stimulating my creativity by goal setting and identifying obstacles. Intelligence is a way of behaving, and it may be necessary I apply creative and uncreative thinking in my pursuits. I will have to carry on with my systematic view of things and achieve gains by tackling each problem sequentially in order of importance. It all begins with being able to grasp the self-concept – what I am and what I need to do to get to where I want to be. I will have to try to maintain a positive mental attitude despite all burdens in life, only then can I be truly happy. (Dobbins and Pettman, 1997)

When working in the industry, after I graduate, it may be essential for me to seek training whenever the opportunity presents itself in order to enhance my knowledge and skills by the applications of ‘metrics by excellence’ (Farrington, 2003). This entails the concept of action-centred learning, where my skills will have to be developed on the job with a degree of excellence so as to entitle me for a promotion through competence.

On a final note, I will have to consider more holistic methods of learning and unwinding in my self development path, this for general wellbeing – I already have taken the first step by utilizing fragrant oils when I sleep and meditate.

CONCLUSION

This essay was able to shed some light as to certain aspects that distinctively pertain to me as an individual. My roots, and values, relating to pertinent leadership aspects were covered, and an attempt to foresee my future ahead of time was also met – however this is a most uncertain ground considering my line of work and the plaguing recession. Various facets pertaining to interpersonal skill improvement were also highlighted in a table, and the MMPI scale allowed me to obtain further insight of my character traits of which I know all too well but seem to be reluctant to change as of yet.

Compiling of this paper has also shed light to me that inward changes are incremental and will take time – it is indeed a hard feat to change from being one person from one day to the next without the resources that motivate such a change. My personal self-reflection does not show much of what I didn't already know. On a note, I am constantly on a stage of self reflection thanks to 10 years of accrued diary entries – my hobby, my passion... All I can do is let serendipity come as it may as I am indeed in a long path towards self-development.

REFERENCES

- Barret, D., J. (2006). Strong communication skills a must for today's leaders. *Handbook of Business Strategy – Emerald Insight*. Vol. 7, No. 1, p. 385-390
- Bagshaw, M., Bagshaw, C. (2002). Radical self-development – a bottom up perspective. *Industrial and Commercial Training*. Vol. 34, No. 5, p. 194-197
- Dobbins, R., Pettman, B., O. (1997). Self-development: the nine skills for business success. *The Journal of Management Development*. Vol. 16, No. 8, p. 521-665
- Fares, A: "Personal Development Plan". Retrieved August 2009, from the Spiritual.com.au Website: <http://www.spiritual.com.au/articles/aymen/personal-development-plan.html>
- Farrington, B. (2003). Action-centred learning. *Industrial and Commercial Training*. Vol. 35, No. 3, p. 112-118.
- Fritz, S., Brown, F., W., Lunde, J., P., Banset, E., A. (2005). *Interpersonal Skills for Leadership 2nd ed.* Pearson Prentice Hall
- Smith, B., N., Montagno, R., V., Kuzmenko, T., N. (2004). Transformational and servant leadership: content and contextual comparisons. *Journal of Leadership & Organization Studies*. Retrieved Aug 28, 2009, from: http://findarticles.com/p/articles/mi_m0NXD/is_4_10/ai_n25096110/

APPENDIX

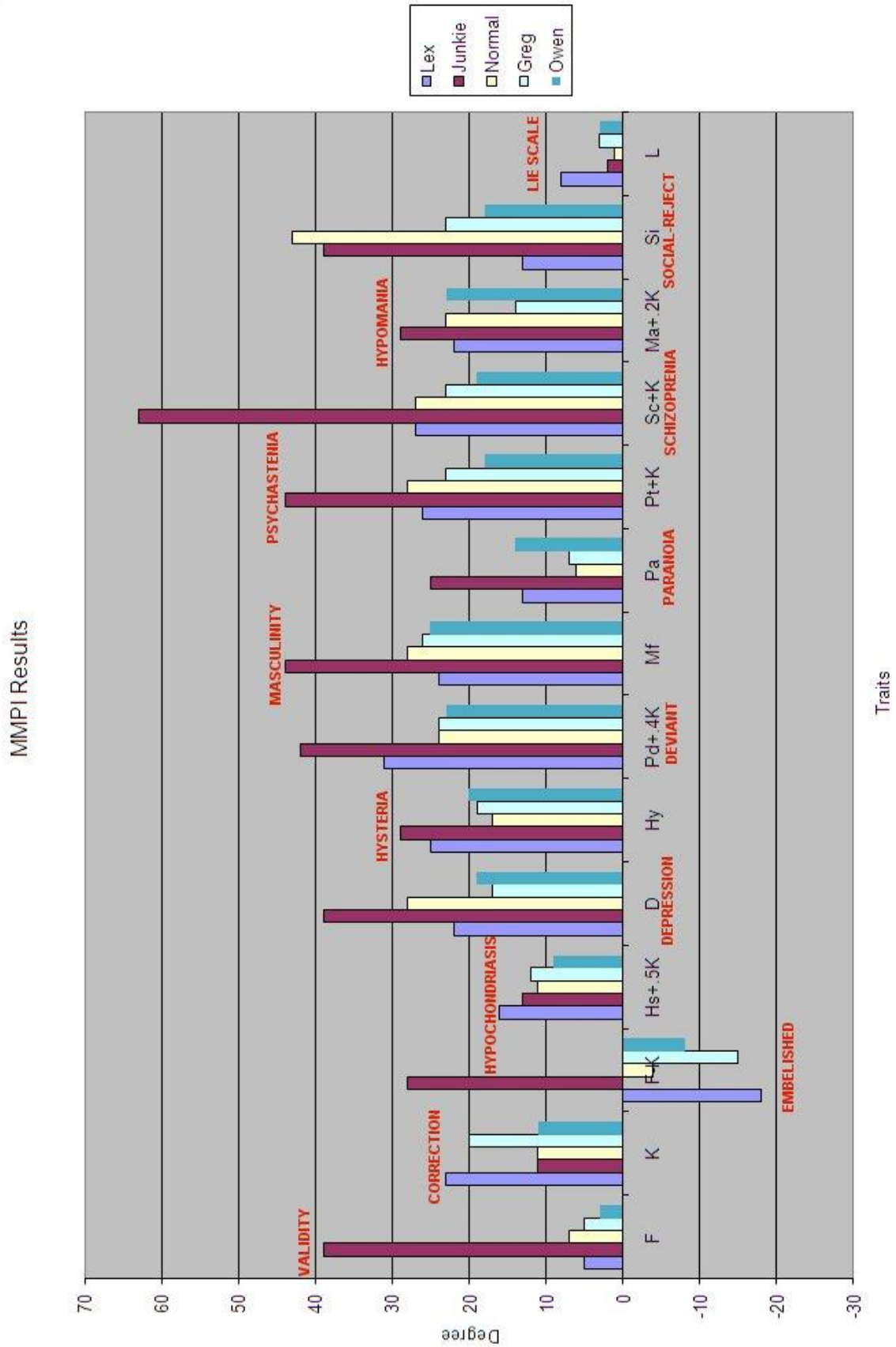
LEADERSHIP DEFINITIONS (Smith, Montagno and Kuzmenko, 2004)

Charismatic leadership is based on extraordinary characteristics of a leader who inspires and directs followers by building their commitment to a shared vision and values (Hellriegel, Slocum, Woodman, 2001; Conger & Kanungo, 1998). Many current theories of leadership attempt to address some components of the charismatic construct.

Transformational leadership occurs when a leader inspires followers to share a vision, empowering them to achieve the vision, and provides the resource necessary for developing their personal potential. Transformational leaders serve as role models, support optimism and mobilize commitment, as well as focus on the followers' needs for growth (Bass, 1996; Bass & Avolio, 1988, 1994a, 1994b).

Servant leadership views a leader as a servant of his/her followers. It places the interest of followers before the self-interest of a leader, emphasizes personal development and empowerment of followers. The servant leader is a facilitator for followers to achieve a shared vision (Greenleaf, 1977; Spears, 1998; Spears & Lawrence, 2002; Laub, 1999).

MMPI TEST



THE DIFFERENCES BETWEEN SUCCESSFUL PEOPLE AND UNSUCCESSFUL

| Successful people | Unsuccessful people |
|---|---|
| Set goals | Do not set goals |
| Resolve to pay the price in advance | Refuse to pay the price |
| Focus and concentrate on goals | Focus and concentrate on television, sports news, alcohol and drugs |
| Expect good things to happen | Expect bad things to happen |
| Think they are in charge of their own lives | Think their lives are controlled by forces outside themselves |
| Focus on successes | Focus on failures |
| Visualize perfect outcomes | Visualize disasters |
| Mentally rehearse success | Mentally rehearse failure |
| Emotionalize perfect outcomes | Emotionalize disasters |
| Make good positive affirmations | Make bad negative affirmations |
| Do not suffer from self-limiting beliefs | Suffer from self-limiting beliefs |
| Continue to learn and grow | Have stopped learning and growing |
| Talk challenge/opportunity | Talk problems/threats |
| Do not use victim language | Use victim language |
| Accept that change is inevitable | Fear and fight change |
| Understand that there is a reason for everything | Believe in luck and accidents |
| Accept responsibility for themselves | Blame others |
| Manage their time well | Manage their time badly |
| Read non-fiction books, go on courses, and listen to tapes | Don't read, never go on courses, never listen to tapes |
| Spend time with their mastermind alliance | Spend their time with people going nowhere |
| Forgive and forget | Bear grudges |
| Have high self-esteem | Have low self-esteem |
| Have high self-concept level of health, income, etc. | Have low self-concept levels of health, income, etc. |
| Make the necessary efforts | Don't make the necessary efforts |
| Take action | Procrastinate |
| Set priorities | Focus on the unimportant |
| Accept that it takes 20 years to be successful | Want everything now, without effort |
| Are proactive, make things happen, do it now | Are reactive, wait and see what happens, do it later |
| Make plans | Don't make plans |
| Are full of energy, well-informed, unselfish, generous, patient, fair-minded, self-effacing | Are lazy, ill-informed, selfish, greedy, impatient, ruthless and vain |
| Use deadlines | Will get round to it one day |
| Use the expression "I am" | Use the expressions "I wish" and "I'll try" |
| Are excited and enthusiastic | Have no enthusiasm, can't be bothered |
| Use their time well | Always use time as an excuse |
| Make lists | Put it at the back of their minds |
| Ask for help | Refuse to ask for help |
| Are flexible, adaptive | Are inflexible, won't change |
| Question beliefs, assumptions | Hang on to their beliefs, stick to same assumptions |
| Carry out action plans to completion | Don't finish what little they start |
| Separate the situation from the person | Take everything personally |
| Listen to others | Justify the status quo |

Table I.
The differences between successful and unsuccessful people

Figure 1: The Journal of Management Development (Dobbins et al, 1997)

RÉSUMÉ



Résumé

| | |
|----------------------|--|
| NAME | LEXMILIAN DE MELLO |
| DATE OF BIRTH | 9 th January 1979 |
| CONTACT PHONE NUMBER | Mobile: +61 418 517 279 |
| ADDRESS | 17/16 Tenth Avenue, Inglewood, Perth WA 6052 |
| EMAIL | percarus@hotmail.com |
| NATIONALITY | AUSTRALIAN |

RELEVANT SKILLS

- Highly proficient in Microsoft Office Suite (Word, Excel, Powerpoint, Publisher, Access).
- Proficient in AutoCAD 2004 – 2007.
- Familiar with HYSYS process simulations.
- Familiar with International & Australian Standards such as DNV, NORSOK, API, AS...
- SCUBA license, forklift ticket.
- Advanced communication skills.

PROFESSIONAL EXPERIENCE

2007-2008 (2.5 months) F/T – METS

Metallurgical Consultant (*Immediate Supervisor: Jason Stirbinskis*)

- Worked with AutoCad, Legrand, & Visio.
- Edited/cross-referenced/constructed flowsheets and P&ID's.
- Devised a ~200 page report on 'Cyanide Management' and presentation.
- Devised a ~300 page report on 'Iron Processing' and presentation.
- Edited various reports (ie: Heap Leaching, Nickel extraction, and databases).
- Clerical and excel data entry duties.

2007 (2.5 months) F/T – Core Lab

Core Analyst (*Main Supervisor: Ajit Singh – Immediate Supervisor: James Brown*)

- Carrying out analysis of core samples for determination of porosity, grain volume, hydrocarbons and permeability.
- Utilize 'Core Gamma', 'Core Measurement System', 'Pressure Decay Profile Permeameter' machines.
- Slabbing, plugging and docking duties.
- Pick and pack warehousing duties.
- Inventory control and ordering.
- Administrative duties.

2006-2007 (2 months) F/T – Cameron

Intern Student (*Subsea Systems Manager: R. Andrew Cockrell*)

- Briefed in all sections of subsea and drilling operations.
- Worked in Perth, and Melbourne offices and installation facilities.
- Worked with AutoCAD.
- Secretarial duties.
- Manual cataloguing of parts available in storage warehouse.

2005-2006 (3 months) P/T – ModuSpec

Clerk (*General Manager: Eric Adlard*)

- Undertook library archiving duties and handled Oil field data into databases.
- General clerk duties, ie: sorting, liaison, familiarisation with pertinent industry standards and codes.
- Prepared a presentation on the use of archived library database files and presented it to ModuSpec staff.
- Updated industry contact details into a computer database.

2006 (2 months) F/T – National Measurement Institute - Australian Resources Research Centre (ARRC)

Laboratory Technician (*Supervisor: Justin O'Brien*)

- Worked in areas of Solvent extraction, Gas Chromatography, and solvent transfer and analysing of aqueous and non-aqueous solutions and soil samples. Analysed samples for total petroleum hydrocarbons, polycyclic aromatic hydrocarbons, and Benzene/Toulene/Ethylbenzene/and Xylene.
- Partook in general re-stock duties for laboratory chemical supplies.
- Put into use effective safety procedures for handling of all substances.

2005-2006 (3 months) F/T – Minara Resources (Murrin-Murrin)

Laboratory Technician (*Supervisor: Ross Linton*)

- Briefed in all sections of the lab. Dealt with the analysis of autoclave, leach and process samples for Ammonia composition, Acidity, Ferrous content, Chromium and Alumina, and various properties (ie: pH, SG, eH).
- Worked in conjunction with the XRF, ICP, Eltra machines and varied chemistry apparatus (ie: Kjeldahl).
- Successfully completed another intensive course on safety and operational procedures.

2005 (1 month) F/T – Hotel Dynamics @ Parmelia Hilton Hotel

Sales Consultant (*Manager: Jenni Wilkinson*)

- Trained and put sales skills into practice for club memberships.
- Briefed in all sections of the Hilton hotel.
- Developed further behavioural management skills.

2004-2005 (6 months) P/T – Market Equity

Market Research Interviewer (*Supervisor: Jenny*)

- Market research roles, and questioned people for survey on a variety of topics.
- Operated call centre software and handled customer listings from databases.
- Encouraged fellow co-workers to maintain a positive outlook on the job in order to maintain the Win/Win feel.

2004 (1 month) F/T – Merchant Sampler Advertising & 'VOCON' ACN 111 717 554 Pty Ltd

Telemarketer (*Supervisor: Tamara & Rick, Karen*)

- Telemarketing Roles, dealing with various charity organisations including: Royal Surf Live Saving, SIDS & Kids, Children's Leukaemia and Cancer Foundation, The Blind Association...
- Used communication skills to warrant sales and donations towards affiliated causes.

2003 (2 months) F/T – TAFE Admissions Centre

Clerk/Secretary (*Supervisor: Samuelle Mancini*)

- Trained in the acceptance of TAFE enrolment forms, and sorting.
- Miscellaneous office duties.

Prior ~2003 jobs – Technical Assistant (2002), English Teacher (2002), Secretary (2002), Waiter (2002), Sales Representative (2001), Sales Representative Leader (2001), Pizza Deliverer (1999), Senior Sales Representative (1999), Laboratory Assistant (1998), Technical Process Controller and Labourer (x 2) @ KCGM (1997-98), Trained Cleaner (1998), Cleaner & General Assistant (1998), Bar Assistant (1997), Casual Kitchen Hand (1997), Lobsterer (Kailies Bros – Canning Vale) 2004, University Games Volunteer (Curtin 2004), George's Kebab's (University Luncheonette-2004), Lemonade Sales person (Fairs in Jacksonville & Miami 2002), Warehouse Factory Hand (Sydney 2001), Ticket and Inquiries Personnel (Sydney Showgrounds Fair 2001), Gadget Salesperson (New Year's Celebration – Sydney 2001), Waiter Staff (Kalgoorlie 1998), Volunteer Paper-Rounds (Perth 1995), Education Action Group Council Member (1999), GHTA Sub-Committee Member (1999), Metallurgist Student Society Committee Member (1997), Army Cadet (1994-95).

EDUCATIONAL BACKGROUND

February 2009 – Completion in 2009

ECU Graduate Diploma of Business (Leadership and Management)

- Completed units such as: Management, Human Resource Management, Leadership, Leadership and Change Management, Leadership Skills, Management Workplace Practicum, Work and Organizational Behavior, and Business Strategy.

August 2006 – October 2008

UWA Master of Oil & Gas Engineering Program

- Designing a suitable sub-sea layout, drilling program and subsequent subsea processing facilities in a sub-sea engineering unit for a gas field.
- Strong understanding of material selection & corrosion issues & mechanisms.
- HYSYS process modeling utilizing pumps, compressors & heat exchangers.
- Understanding petroleum fluids & fundamental behaviors of different reservoirs fluids.
- Studying concepts of reservoir behavior & application to analysis to oil & gas fields.
- Designing drilling program for given scenario.
- Completed units such as: Subsea Technology, Petroleum Fluids, Reservoir Engineering, Project Management...

Jan 2003 – Dec 2006

Curtin University of Technology - Bachelor of Science (Chemistry)

- Developed a profound knowledge in colloid chemistry, transfer of energy, flotation/flocculation/thickener understanding, as well learned the theory behind all major concepts in analytical chemistry.
- Studied concepts of inorganic chemistry and Rheology to in-depth detail.
- Utilized databases, library textbooks, journals and articles in order to delve in further depth in units.
- Undertook additional units in commerce, chemical engineering, and metallurgy.

2003-2004 (~3 weeks) Valiant Security Training

- Certificate III - Security Ops, Certificate II – Guarding, Batons & Handcuffs, Senior First Aid training, Fire training (Amerex). Also; "Firefighter's and Safety induction Training" – In Brazil (Rio de Janeiro), and Marcsta (KCGM - Kalgoorlie)

2000 (1 semester) – Central College of TAFE

- Completed a CERTIFICATE IV in Business (Administration), ie: team supervision, co-ordination of teams to achieve project goals, planning and organisation of records, provision of advice to meet client requirements, database & itineraries, production of complex documents...

1999 (36 Weeks) – Independent Research & Information Service Pty Ltd (IRIS) – (Director: Anthony S.)

Personal Investing Correspondence Course – Weekly Chapters (37 in all)

- A 36 week course covering all aspects of investing, such as; gearing, options, futures, straddles, properties, trusts, and various miscellaneous money management skills.

1999 (2 days) F/T – Engineering Education Australia (EEA) – (Lecturer: Tony)

- Attended and completed an advanced accredited Contract Management course. Covered issues such as: contract management, legal system, outsourcing, law, liability, tendering, and related.

EXTRACURRICULAR ACTIVITIES

- Affiliated with political social groups & career/management development active book reading.
- SCUBA, Squash, Soccer, Beach Sports.

REFEREE'S & MISCELLANEOUS

To be acquired as requested.