

RÉSUMÉ

OF

KELLON BEARD

**6 CRYSTAL COURT,
PORT MACQUARIE NSW
2444**

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Experience and Expertise

I am a highly qualified Manager offering more than 19 years of management experience in a variety of industries. I am a results-focused leader with a proven ability to deliver results in a diverse range of areas. I have the ability to adapt to changing environment and deal with a variety of people from all industry and corporate areas. I have a solid understanding of the business environment in the region through my role with NSW Business Chamber and involvement with the Port Macquarie Chamber of Commerce. I have strengths in the following areas,

Business Management	Accounting & Budgeting
Sales & Account Management	Human Resources
Contract & Purchasing Management	Strategic Management
Occupational Health & Safety	Negotiation

Professional Experience

Regional Manager, NSW Business Chamber

February 2006 to Present

NSW Business Chamber is a member based employer organisation

- Represent the interests and issues of regional membership in local media, regional business forums, meetings with MPs and political candidates.
- As the local NSWBC representative, reflect NSWBC's culture, ethics and high integrity standards at all times.
- Monitor market needs and trends in the Region.
- Ensure that business activities comply with legal and ethical requirements.
- Manage designated membership accounts.
- Manage relevant opportunities with Alliances/Associations.

Manager Hastings Business Enterprise Centre (HBEC)

February 2005 to February 2006

Hastings BEC is a member-based organisation for business people

- Responsible for the management of a member based organisation.
- Provide business development advice to businesses.
- Provide advice to start up businesses.
- Develop and conduct business training.

Business Development Manager, Armstrong Homes

July 2004 to November 2004 (made redundant due to down turn in building industry)

Armstrong Homes is a quality residential homebuilder

- Develop and implement critical policies for the company, and set the strategic direction in consultation with the Management Team.
- Responsible for developing leads into contracted clients.
- Develop systems and processes that enhanced and improved processes.
- Identify ways to improve the Company's Operations.
- Identify and develop external opportunities to enhance market share, in particular special project opportunities.

Business Development Manager, Kookaburra Educational Resources

July 2003 to June 2004

Kookaburra is a privately owned company that sells various products to Schools and Government Departments

- Provide advice on Government Tenders and Purchasing Policies.
- Provide Strategic Direction and Corporate Governance.
- Ensure that all Government regulation in relation to the Business including OHS&R and award provisions are adhered to.
- Explore new business opportunities within and outside Government.

Manager Human Resources, King Bros Bus Group

September 2001 to June 2003 (business placed into receivership 2003)

King Bros was a privately owned bus company that had over 550 staff across Head Office and 11 Depots in the area from Yamba to Heatherbrae.

- Provide leadership and direction in the development of human resource management, equal employment opportunity and workforce planning strategies.
- Provide strategic advice and direction for the development and implementation of health, safety, welfare and rehabilitation management systems and programs.
- Manage staff discipline and conflict resolution processes, and coordinate the implementation operation of the discipline policies and procedures.
- Participate as an effective member of the King Bros Group of Companies Executive and other Management groups.
- Responsible for the effective running of the Payroll and Training Departments

Other Positions held:

August 1999 to September 2001	General Manager, Macquarie Business Centre (MBC), Port Macquarie
March 1999 to August 1999	Projects Manager, Macquarie Business Centre (MBC)
May 1997 to March 1999	Manager Contracts & Procurement, RECOUPS, Office of State Revenue
October 1995 to April 1997	Manager Administrative Services, Office of State Revenue
November 1994 to October 1995	Commercial Contracts Manager, Office of State Revenue
November 1993 to November 1994	Project Officer, NSW Supply Service
December 1990 to November 1993	Senior Supply Officer, Information Technology Service (NSW Supply)
November 1989 to November 1990	Computer Purchasing Analyst, Information Technology Service (NSW Supply)
March 1989 to October 1989	Section Supervisor, Furniture Section, Government Supply Office
February 1985 to March 1989	Buyer & Inspector Electrical, Government Supply Office
August 1982 to February 1985	Scientific Instrument Maker, Sydney Technical College
August 1979 to August 1982	Electrical Fitter and Mechanic, Sydney Technical College
May 1974 to August 1979	Electrical Apprentice until 2 nd May, 1978 then Tradesman with Ross Hoy, Port Macquarie

Qualifications

2005	Certificate IV in Assessment and Workplace Training, Port Macquarie Community College
2004	Workplace Assessor, Port Macquarie Community College
2004	Train Small Groups, Port Macquarie Community College
2002	Certificate in Transport Management, University of Sydney
2001	Occupational Health & Safety Induction Training for Construction Work, WorkCover NSW
1991 to 1997	Bachelor of Commerce, Major in Management and Sub-major in Accounting, University of Western Sydney, Nepean
1996 1986 to 1988	Consulting Skills, University of Technology Sydney Advance Management Certificate, Sydney TAFE Credit Pass
1973 to 1976	Electrical Fitter and Mechanics Trade Course, Wauchope TAFE

Professional Memberships

- Committee Member of the Port Macquarie Chamber of Commerce
- Member of the Advisory Board for the Port Macquarie Community College
- Member of the Customer Care Steering Committee
- Member of the Port Macquarie Business Hub

Interests

Family, Golf, Gym, Walking and Community Work.