

Gavin John Clarke

"Middleton"

GALONG NSW

Ph (63 867251)

Mobile - 0411579228

D.O.B 1/10/1970

RESUME

Employment history

- 1985 Droving with Ross Clarke (father)
- 1986 - 1987 Station Hand - Ellerston - Manager Neville Barwick -
- 1987 - 1990 Qualified Boiler Maker - H & S Hands - Port Macquarie
- 1990 - 1993 Manager cattle property Bowman's Creek - Joy Ball
- 1993 - 1996 Fencing Contractor - Gavin Clarke
- 1996 - 1998 Assistant Manager - sheep & cattle - "Glen Collin" - Walcha
- 1998 - 2000 Overseer - Sheep & red angus cattle stud - "Brindley Park" - Merriwa
- 2000 - 2006 Manager - "Comara station" - Bellbrook - 1600 cows - Carrai Pastoral
- 2006 - 2007 Workshop - Foreman - Springsure Welding Works
- 2007 - 2012 Manager - "Birralee station" - 8000 sheep & 150 cows - Bendemeer
- 2012 - 2013 Droving 1200 cattle - agent (Mike Scoolard) Wodonga
- 2013 - 2014 Livestock carrier - Stocktrans Tamworth
- 2014 - Current Manager Livestock/maintenance Goorama Pty. Ltd.

Personal attributes

- I am able to prioritise and manage time effectively.
 - Work independently
 - I am easy going; calm in a crisis; reliable; focussed; and a problem solver.
 - I am an effective communicator with service providers
- AND
- I will ensure all work is carried out to an excellent standard. Always ensuring and maintaining attention to detail.
 - Willing to train in any area required.



Referees

Dean Taylor - Stock & Station owner Scone NSW 0467 829567

Kevin Brown - 02 634-50202 "Waugoola" - Woodstock - Manager

Jeremy Hassle - 02 929-94635 Carrai Pastoral Co. Sydney - Owner

Mike Scollard - 0408 578 059 Stock Agent

EMPLOYMENT COMPETENCIES

Property Management

- Managed 6,530 ha (16,000 acres) ; additional lease of 3,265 ha (8,000 acres).
- I have successfully managed a staff of five, ensuring and maintaining a safe and effective work environment.
- Competent record keeper
- Computer literate
- Chemical user certified
- Supervised, trained and competently instructed farm workers
- Consistently met farm targets
- I am dedicated and hardworking.

Livestock Experience

- Sheep - 8000 (ewes). Prime lamb production - both grass fed & feedlot
- Beef cattle commercial operation - 1600 (breeders).
- Nutritional management of breeders, weaners and sale stock; all livestock husbandry operations including: vaccination programs; parasite control; disease control (bloat; acidosis; nutritional disorders).
- All breeding operations (joining; calving; weaning, marking, sales; crutching; shearing). In addition I have performed pregnancy testing of cattle and sheep (scanning).
- All operations involved with pasture production (pasture improvement); grazing management; silage & hay production.
- Sound knowledge of pest and diseases of livestock and pastures
- Experienced horseman; breaking, training; shoeing.
- Own sound working dogs and horses

Feedlot Operations

- Head overseer for cattle and sheep feedlot operations. Designed and built sheep feedlot (2,500hd).

Farm maintenance

- Management ; repair & maintenance of property structures.
- Service and maintenance of all farm machinery.
- I am also able to design and construct machinery/implements (purpose built) if required.
- Qualified boiler maker (aluminium)
- I have experience in wiring and electrical work.
- MC Drivers licence - shooters licence - agricultural blasting licence
- Extensive livestock transport experience
- Operate large scale plant & equipment
- Experienced bob cat operator
- Extensive fencing experience
- Extensive knowledge of water reticulation and irrigation

Fencing Contractor

- Owner/operator Gavin Clarke Fencing - have own plant & equipment. Expert post & rail.
- Extensive experience in planning domestic and rural fencing requirements; costing's and purchase of materials; building and repair of fences.
- Supervision, training and management of fencing staff



38ft stick rake - Custom made by G. Clarke



Bull catcher trailer - with electric winch for securing scrub cattle. Custom made G Clarke.



Horse float built by Gavin Clarke

SANDIE ANNETTE COOPER

"Middleton"

GALONG NSW 2585

Mobile 0434869584

Home (0263) 867 251

RESUME

EMPLOYMENT COMPETENCIES & PERSONAL STRENGTHS

- * Office Management
- * Good communicator
- * Excellent organisational skills
- * Competent Multi-tasker
- * Attention to detail
- * Ability to prioritise independently
- * Punctual
- * Discreet
- * Set up office systems – filing/records management
- * Ordering office equipment – stationery
- * Reporting to management
- * Work effectively under pressure
- * Creditor Control - supervision
- * Debtor Control - supervision
- * Payroll - Superannuation - transport industry - wholesale - various
- * End of month debtor/creditor procedures - End of year close

- * Compilation of Management reports - financial statements
 - * BAS
 - * Extensive data entry - calculator
 - * Extensive Debtor/Creditor reconciliation
 - * Costing
 - * Bank reconciliation
 - * Record management
 - * Filing
 - * Word processing
 - * Spreadsheet analysis
 - * Invoicing
 - * Banking - manual - Eftpos - Direct Debit
 - * Excellent Event Management
 - * General ledger
 - * Client liaison
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2004 -

- July 2015 Bearfast Pty Limited - current - Tamworth -
Accounts/Administration/Clerical/Officemanagement
- 2000 - 2004 Tamex Transport Pty Limited - Tamworth - Accounting/Data Entry/Clerical
- 1998 - 2000 New England Pacific Insurance Claims Management - Tamworth -
Administration/Clerical
- 1997 - 1996 Tamworth Child care centre - Volunteer Child care worker
- 1994 - 1996 Concrete Constructions - Dartbrook Coal - Site Clerk/Office Manager
- 1993 - Temp Secretary - Divisional Secretary/Secretary to State Sales Manager
- 1992 - 1993 NSW State Rail - Technical Assistant to Track Manager - Muswellbrook
- 1992 Reynolds Yarramin Vineyard - Saturdays - Secretary/accounts

1990 - 1992 Office Manager - Birralelee Feedlot - Merriwa NSW
1990 - Central West Insurance Assessing - office Secretary
1986 - 1990 Arthur Webster Pty Limited - Export Sales Clerk/Relief Export Manager/Accounts/
Stock control/Assistant Executive Secretary - Sydney
1985 - 1986 Westax Australia - Personal Assistant – secretary - Sydney
1985 Eagle Air conditioning - Junior receptionist/secretary - Sydney
1982 - 1985 Gymnastics instructor/Horse rider - Dural

CERTIFICATES & TRAINING

1983 Advanced Diploma in Secretarial studies - Private college
1988 Australian Institute of Management - Customer service skills
1993 WP 5.1 - Office Application
1994 WP Specialists applications in word processing
1995 Specialists applications in computers
1999 Bookkeeping
2002 Certificate IV in accounting.

Personal Interests

Family, horses, hockey, umpiring hockey, keeping very fit, cooking, sewing, gardening.

Referees

Henry Melssen - Bearfast Pty Ltd 67 654822 - Owner/director.

Adam Roach - Bearfast Pty Ltd - 67 654822 - Manager

Greg Tideman - Bearfast Pty Ltd - 67 654822 - Manager

Dave McCoy - Tamex Transport - Logistics Manager - 67 621522